

09 YEARS
OF EXCELLENCE SERVICE



CARDIFF
MANPOWER SOLUTIONS

WELCOME TO THE CARDIFF SERVICES GROUP



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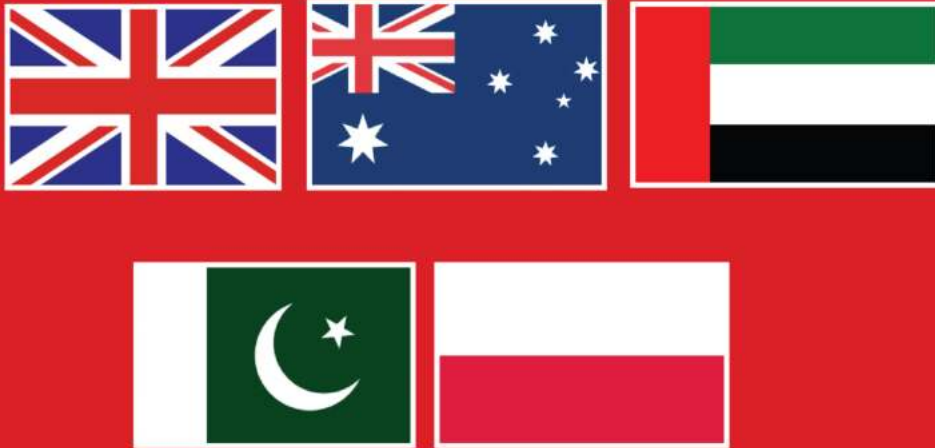
We recruit the best



OUR SUBSIDIARIES



Our Global Presence:



Our Representatives Presence:



Saudi Arabia

Poland

Romania

Malaysia

Qatar



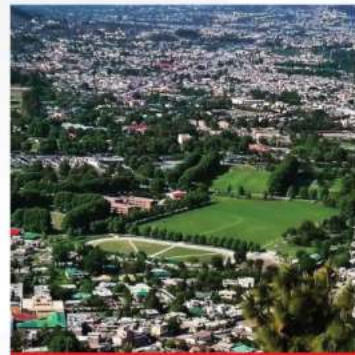
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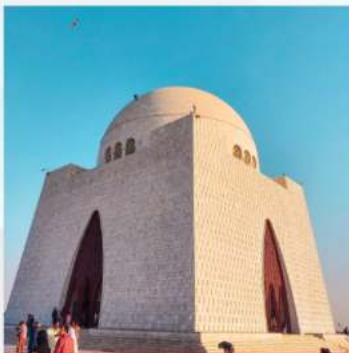
LAHORE (HEAD OFFICE)



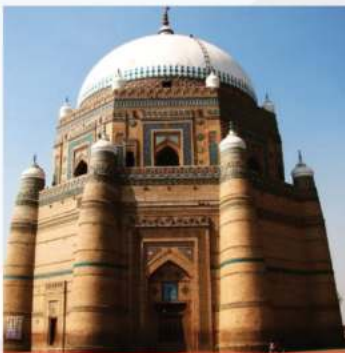
ISLAMABAD



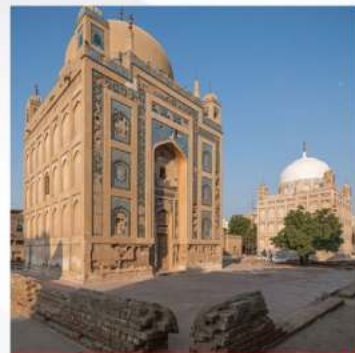
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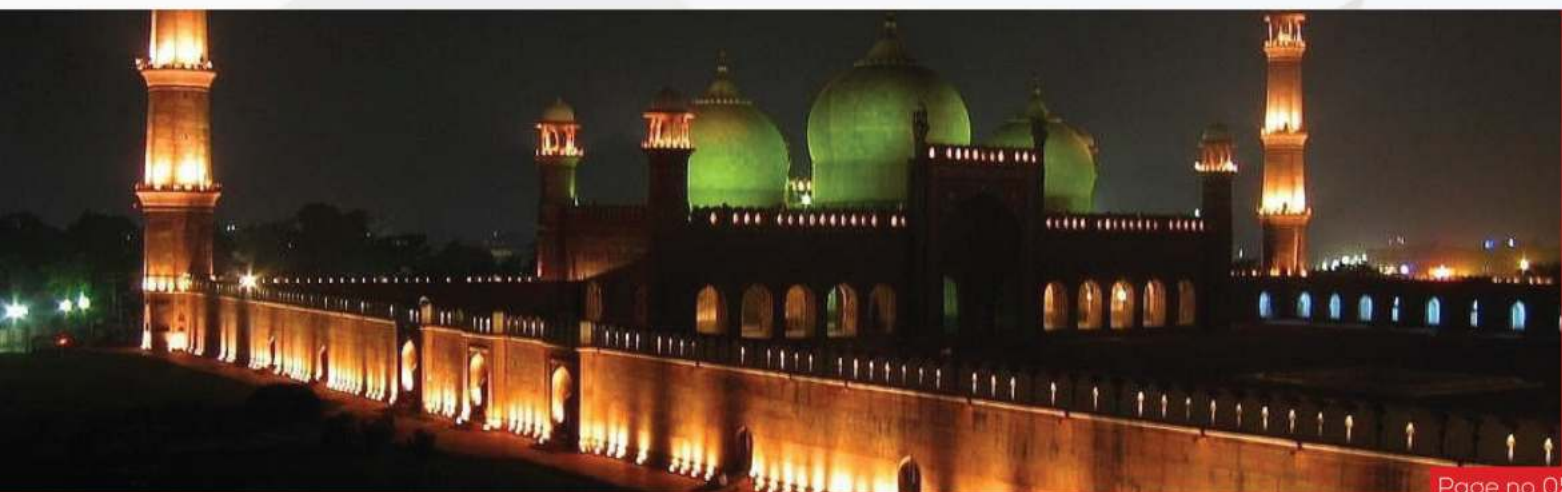
KARACHI



MULTAN



HYDERABAD



ABOUT US

Cardiff Manpower Solutions (CMS) is one of the most reputable manpower agencies in Pakistan, holding a licence issued by the Ministry of Overseas Pakistanis and Human Resource Development (OP&HRD/4854/LHR/2022) that facilitates professionally managed outflows of workforce from Pakistan to international employers. Cardiff Manpower Solutions is a subsidiary of The Cardiff Services Group, a leading Pakistani company. We at Cardiff Manpower Solutions are pleased to announce that we are members of the Pakistan Overseas Employment Promoters Association (PEOPA), as shown by our membership number, LHR-574.

Cardiff Manpower Solutions was founded because we identified a demand for a professionally managed recruiting organisation to fill the gap between opportunities and opportunity seekers, despite the presence of a number of recruitment agencies in Pakistan. The company's ultimate objective has been to strive for excellence and become the most competitive, efficient, and leading supplier of human resource solutions. The esteem in which Cardiff Manpower Solutions now stands is a testament to the level of success that the business has been able to achieve over the course of its history. This achievement has allowed the company to grow and thrive.

For CMS, being socially responsible means a lot more than just writing a check to a charity. It's about ensuring that individuals from all walks of life have equal access to employment opportunities. It's about focusing on the long term and developing solutions that are sustainable. Whether we are assisting a young person who has been out of work to enter the workforce or helping an engineer find employment in another country, it's rewarding to know that we're making a difference—both now and in the future.



Our connections with both businesses and individuals put us in a prime position to forecast where skills shortages will emerge, identify individuals who need assistance entering the workforce, and build solutions that bring these two groups together for their mutual benefit. Thus, we serve as a "bridge" to work for several individuals who would otherwise be jobless.



CMS has long believed that our nation's human resources are its sole asset, which is increasing in value. To fulfil its obligation to provide its esteemed partners with top-notch human resources, CMS established a training facility on its own, where job prospects are well-groomed and prepared for international corporations. Candidates looking for work abroad encounter issues with positions, the workplace environment, the language, culture, conventions, gestures, postures, and a variety of other challenges. Keeping this in mind, the Cardiff Technical Training Center provides training and induction programmes that benefit both companies and those looking for work abroad. For individuals who need it, connecting to work is a feasible choice because of our systems, initiatives, and policies. We assist in preventing discrimination through our employment practises and industry-leading skills evaluation procedures. We place more emphasis on people's strengths than on their weaknesses.

DATA BANK ACCOUNT

As an emerging overseas manpower supplier, we understand how important it is to have a large updated data bank of highly professional & Technical candidates to meet the needs of our clients' projects. As a result, we have 3400+ white-collar candidates data widely available for shortlisting and selection, as well as 13000+ blue-collar (skilled / semi skilled) job-seeker data.

CARDIFF TRADE TESTING CENTER

We also have a specialised international trade testing center facility. Highly professionals from many industries with extensive expertise make up our team of specialists. In order to ensure that prospective employees meet the standards set by their employers, these experts conduct thorough tests of employees abilities in areas such as communication, accuracy, time, motion analysis, and instrument handling etc.



GROUP HEAD MESSAGE

We started out in the industry intending to address the human resource demands of organizations all across the world. As a team, we worked hard to become experts in offering the extra mile, and eventually, we learned how to provide top-notch services to client organizations. We believe that the secret to our success is exceeding the expectations of the companies that we work with. Consequently, we are dedicated to enhancing customer satisfaction through value-added services that satisfy client needs in the most efficient way possible. To ensure future success, we encourage team members to come up with innovative ideas and follow new trends in the market, as all of this enhances overall productivity. Our team, as a group of individuals working toward common goals, is committed to nothing less than the highest standards of performance. The team members demonstrate a strong commitment to the client through their responsiveness and understanding of the customer's demands and objectives. To earn their clients' trust and respect, they always act in their best interests and back up their words with actions. We work hard to satisfy client needs in the most professional way while also giving a potential employee the opportunity to work in his ideal position. Regardless of the size or location of the client organisation, we stick to our beliefs and values, which include personal-level client connection and long-term relationships. Finally, we are firm believers in the maxim, "Let your work speak for itself." It is the base we can claim.

"WE RECRUIT THE BEST."

OUR VISION, VALUES & MISSION

Our vision

Shape the future of the nation by creating unprecedented value and opportunity for our customers, employees,



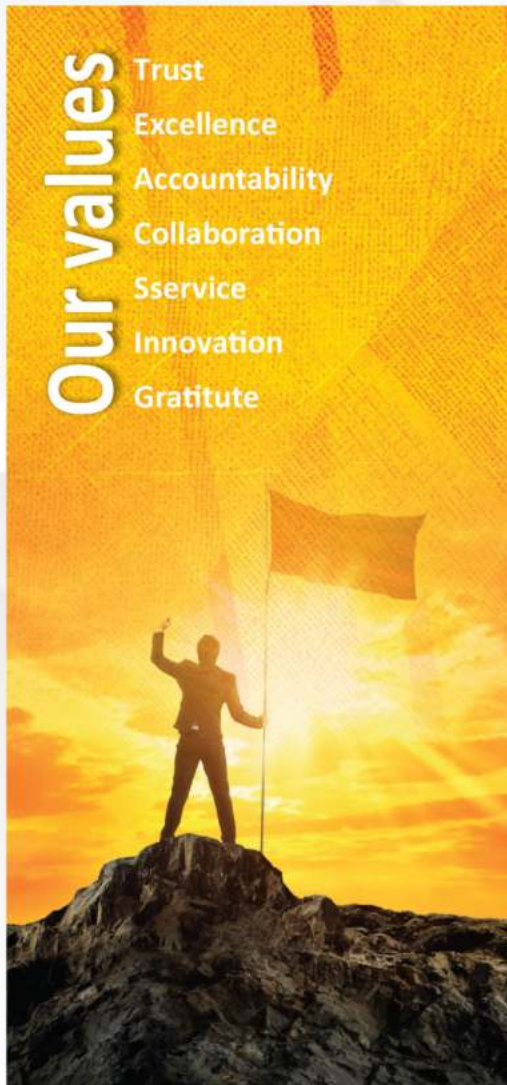
Our Mission

Dedication to the highest quality of Customer Service delivered with a sense of warmth, friendliness, individual



Our values

- Trust
- Excellence
- Accountability
- Collaboration
- Sservice
- Innovation
- Gratitute



WHY CHOOSE US



Pakistan has a big population of highly educated individuals who are fluent in English and have technical competence, and this number is expected to grow as Pakistan's enormous population acquires more education. Cardiff Manpower Solutions uses this pool often and well to match qualified people with employers who need them.

The city of Lahore was selected as the location for our headquarters because it is a thriving metropolis with excellent transportation links to the rest of Pakistan and to most major cities across the globe. For this reason, it is easy for prospective employees and HR officials to go to our office for interviews.

To strengthen our infrastructure, we use the greatest tools and technologies available. For instance, the efficient completion of everyday chores is guaranteed by our specially designed ERP system. An effective internet network ensures smooth communication, which is essential for providing effective HR solutions. Our cutting-edge video conferencing system has improved direct connections between businesses and applicants.

Our state-of-the-art server maintains a database of experts working at various levels in the hierarchy, including senior engineers, senior executives, qualified and experienced professionals, skilled/semi-skilled/highly skilled workers, and general workers from sectors including oil and gas, petrochemical, construction, operation, maintenance services, manufacturing, production, information technology, hotel & hospitality, medical, and trading, among others. Our interview panel is made up of a group of qualified experts from a variety of professions that screen, test, and help select possible applicants.

1. OUR ORGANISATIONAL LEGACY

We are among the top service providers in the field. A large portion of our current brand value can be traced back to the work of our mentor, who has been in the business for over nine years. We introduced current technology and modernised each of our procedures to meet the current era's needs. This strong reliance on fair and open methods is what makes us the most experienced and, as a result, the most respected player in the industry right now



2. TIME MANAGEMENT

We provide timely recruiting services. As soon as we receive information on job openings, we set to work on a project with the aim of delivering solutions as quickly as feasible. Thanks to our extensive database of qualified prospects, we are able to rapidly deploy resources after carefully managing them. Each stage in the recruiting process has been given a reasonable timeline, and it is the duty of the technical consultant team, the HR team, the visa stamping team, the emigration process team, and the departure process team to achieve this deadline, which helps us in speedy deployment.



3. FAIR PRICING

Even though we are one of the most established recruitment companies, we believe that our services should be priced honestly. We think that as the market leader, we have some service advantages that we shouldn't have to charge more for. In fact, our pricing strategy is very open and easy to understand. If you try us just once, you'll see that our services are top-notch and our prices are very fair. We still have fair prices because we want to build long-term relationships, not just short-term ones.





4. Excellent Candidates with a Large Databank

Since we were one of the first businesses to implement an ERP system, we've built a strong reputation for matching open positions with qualified candidates; applicants maintain their own profiles, making our database one of the most current in the field; and we actively recruit from and partner with numerous popular job boards, including Naukri, Naukri Gulf, Monster, Shine, Indeed, and many more.

5. BEST SERVICES

Since we are among the most emerging organisations in our sector, we have a lot of responsibilities in this field. One of them is to offer service that is the best in the world. Cardiff Manpower Solutions' success is a direct result of the hard work of its highly motivated, creative, and smart employees, and we are always ahead of our competitors when it comes to providing the best service. The quality of our services is shown by the number of clients who come back to us again and again. Candidates trust us with their careers, and clients like the quality of service we offer.

6. LOW STAFF TURNOVER

Our repatriation rate is one of the lowest in the business. Since we do all the right things when choosing and training candidates, we tell them in advance what services we expect from them and what they need to do at their new job. We can make sure that the chosen candidates can't quit their jobs unexpectedly (which would leave our client in a predicament). Before they leave the country, we explain thoroughly the job description, company working standards, client country customs and laws, operating rules, and targets, what to expect from the new job, and what the deliverables are. As an extra safety measure, we get the candidate's video consent, make sure all the required written documents and agreements are signed, and keep a careful record of their relatives in Pakistan to make sure they complete their service agreement with the employer and don't cause any business problems for our client.

OUR TEAM

01. Management Team

Cardiff Manpower Solutions employs capable managers to oversee all its most vital departments. A manager is proficient in all of their duties and has a proven track record of leading their team. All the managers here have years of experience in the international recruiting sector and are experts in their fields.

02. Human Resource Teams

With our background as an HR consulting company, we've taken special care to ensure that our HR department's members have a deep appreciation for the unique culture of our company. Because of this, they focus primarily on retaining the most qualified professionals already working for the company. Second, they assist in developing an environment that is conducive to creativity, promotes teamwork, and aids in attracting and retaining top personnel. Each client's account is handled by a separate HR team made up of a team leader and two other people.



GROUP HEAD

ASIF MEHMOOD



DIRECTOR

ABID MEHMOOD



GENERAL MANAGER

ABDUL MOHEET QAMAR



DIRECTOR

M NOAMAN FAROOQ



DIRECTOR LIAISON

ANAM PERVAIZ

03. Business Development Team

This team assists us in communicating with both our current and prospective customers. After acquiring a customer, this team supervises the full business development and marketing process. They play a crucial role in establishing enduring relationships with all of our clients. This has a twofold purpose: it generates new business leads from diverse sources while also generating repeated business from existing customers. In addition, they coordinate with all of our overseas agents in various countries.

04. Technical Team

Cardiff Manpower Solutions is renowned for connecting the right candidate with the job description of their customers. Our technical consultants have years of expertise in the same sector. They understand the client's recruitment requirement, run it through the extensive database of qualified applicants, identify a few matching prospects, do the preliminary screening with them, and then submit the shortlisted candidates to the HR teams for review. After our HR department checks if the applicants are available and if they're a good fit, the information is shared with customers, who make the final choice.



05. Finance Team

Through careful record-keeping, our financial department ensures that the company runs smoothly. Thanks to this section, miscommunication between customers and prospects is very rare. Payment, invoice generation, bank guarantee preparation, etc. are all streamlined processes for our service providers as well.



06. Processing Team (Visa, and Deployment)

Cardiff Manpower Solutions has to process the profiles of many qualified candidates every day, and our processing staff is skilled at doing so for all of the Gulf nations. Our visa team is made up of professionals with years of experience who know how to get travel documents from embassies and consulates around the world.

Our departure staff is just as familiar with foreign departure procedures as our visa and immigration staff. As a result of our familiarity with the culture, laws, and customs of our customers' nation of operation, we can provide all applicants with comprehensive guidance. Together, the processing and departure teams decrease the time required for a candidate to join an overseas duty. This results in a win-win scenario for all parties involved.



07. IT Team

High-tech servers back up our systems and processes. Server monitoring is keeping an eye on and taking care of all the system's resources. The IT team's main job is to manage traffic, store data, make sure security is good, and find and fix problems before they become serious threats.

08. Front Desk

The staff at the front desk have been properly educated to route visitors' questions to the appropriate department or individual to reduce their wait time and boost their level of satisfaction. Whatever method you choose to get in touch with us, you can be certain that our staff will treat you with the utmost warmth and hospitality.

09. International Representatives

Cardiff Manpower Solutions has a leading network of representatives across the Gulf and Europe. They interact directly with our clients to learn their needs and address any concerns they may have about our candidates. All of our employees go through a lot of training to make sure they can meet the needs of our clients.

Our employees are in high demand because of their technical expertise, diligence, and resilience in the face of adversity. Cardiff Manpower Solutions has been effective in bridging the gap between businesses in need of qualified employees and employers that can provide them with opportunities for increased output. Our team believes there is significant potential for us to contribute to your team and help you meet your staffing requirements. We have a suitable trade test centre facility where we can satisfy the client's needs properly, so we can meet, discuss, and complete customised requirements for specialist employees if needed, all while advancing our common commercial objectives and benefits.



OUR SPECIALITIES



Oil & Gas sector



Mechanical Sector



General Services



Administrative Group



Transportation Sector



Light Engineering Sector



Electrical Sector



Construction Sector



Nursing/Medical Sector



Management Group



Engineering Group



Hospitality Sector



Civil Sector



Marketing & Sales



Skilled & semi-skilled certified labour

RECRUITMENT PROCESS FLOW CHART



Client Enquiry

Step - 1



Confirmation of Job Order

Step - 2



Sourcing

Step - 3



Short Listing &
Interview Lineup

Step - 4



Visa Stamping

Step - 8



Medical
Examination

Step - 7



Final Selection and
Employment Offer Confirmation

Step - 6



Interview Process

Step - 5



Immigration
Clearance

Step - 9



Special
Orientation

Step - 10



Deployment

Step - 11



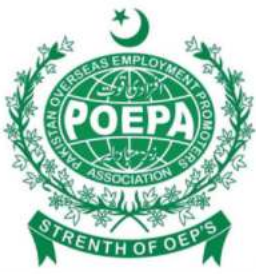
Deployed Candidates
Assessment Report

Step - 12



OUR PARTNERS





China Machinery Engineering Corporation



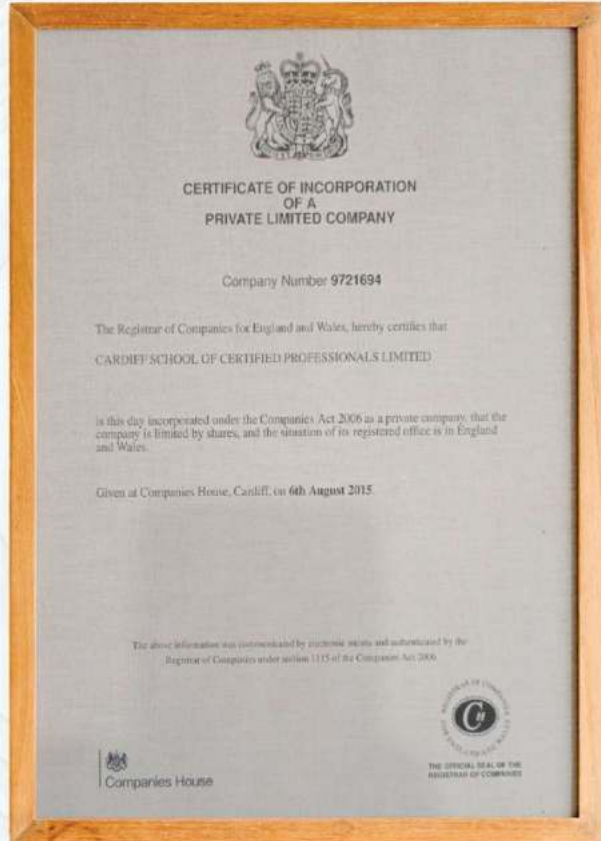
Izhar Group of Companies



China Railway Cooperation (CPEC)



OUR AFFILIATIONS





EMPLOYEE HIRING SYSTEM

The company's overseas employee management system, C-Soft, which is the cornerstone of our organisation, has the most recent technological advancements and security protocols. The business uses an in-house customised system and a very advanced Windows Server. This assists in maintaining an orderly record of the vast amount of data. With video conferencing as one of the various facilities, clients are able to communicate and connect directly with individuals from all over the globe.

The screenshot displays a web-based data entry form titled 'Add User Data Form'. At the top, there are search fields for 'CNIC' and 'Passport Number' with a 'Search' button. The form is divided into several sections: 'Personal Information' (Application for Post, Full Name, Mother Name, Relationship, Relation's Name, Gender, CNIC/NICOP, CNIC/NICOP Expire Date, Date of Issue, Date of Expire, Next of Kin, Relation), 'Other Personal Information' (Date of Birth, City of Birth, Religion, Material Status, Blood Group, Cover Size, Shoe Size, District of Domicile), and 'Present Address Detail' (Present Address, Present City, Present Province). There are also fields for 'Passport Number', 'Passport Place of Issue', 'NOK CNIC', 'Phone', 'Mobile', and 'Email'. A large 'C-Soft' watermark is overlaid on the form. The interface includes a 'Save' button and a 'Cancel' button. The Windows taskbar is visible at the bottom, showing the time as 12:08 PM on 11/22/2022.

KEY FUNCTIONALITIES

- The company's executives have access to a completely computerised database that is continually updated and expanded for all categories.
- The company has developed C-SOFT in order to simplify the whole process of hiring and simultaneously increase output quality. The technology enables workers to do monotonous and repetitive jobs effortlessly and quickly.
- From the start of the recruiting process to its conclusion, the organisation remains involved.

KEY FEATURES OF C-SOFT ARE:

- Requirement management, resume sourcing, screening, vendor management, interview management, offer and post-offer management, vendor payables, and employee referrals.
- Another feature is a mechanism for backlisting undesirable individuals who consistently fail to be picked yet continue to apply for employment on the company's website. To guarantee that our clients do not lose time on pointless efforts to find these people, we have designed our system to help them identify them from the start of the recruitment process.
- Immediate generation of reports detailing the present status of applicants. Similar reports may be prepared, which benefits clients and saves applicants' as well as their time.
- C-Soft gives an access to our clients that they can check their employee visa & documents status any time through the provided login without the hassle of sending an enquiry email to us.

OBJECTIVES OF C-SOFT

- C-Soft allows clients' and candidates' seamless management of online documents. Candidates may join for free to get unique and uninterrupted services.
- Candidates may rest assured that no confidential information will be divulged by corporate officials as a result of the C-SOFT system used to keep the data.

OUR LOCATIONS

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