



## **SILVER RECRUITMENT GROUP (SRG)**

*“Your Preferred Global Manpower  
Recruitment Company”*



**Silver Corner Manpower Recruitment Consultants LLC, Abu Dhabi, UAE  
Silver Star Recruitment, Tanta, Arab Republic of Egypt  
Silver Skilled Recruitment Inc., Manila, Philippines**

**[www.silver skilled.com](http://www.silver skilled.com)**



## Welcome to SRG

“Your Preferred Global Manpower and Recruitment Company”

### Mr. Abdel Tawab Ammar

Executive Director  
**Silver Corner Manpower  
Recruitment**

Abu Dhabi, UAE & Egypt



### Ms. Edjelyn De Lara Diaz

President  
**Silver Skilled Recruitment Inc.**

Manila, Philippines



In response to the unprecedented increase in the demand for highly competent and best qualified human capital in the global market today, Mr. Abdel Tawab Ammar, Executive Director of the Silver Corner Manpower Recruitment, Abu Dhabi, United Arab Emirates, gladly unveils the streamlining of the procurement and out-sourcing activities of all his manpower recruitment companies through the creation of the **SILVER RECRUITMENT GROUP (SRG)** to effectively manage and provide quality service to its fast-growing network of clientele.



**SILVER RECRUITMENT GROUP** is composed of all well-established and highly reputable international branches of Silver Corner Manpower Recruitment. With its Head Office in Abu Dhabi, United Arab Emirates, the **SILVER CORNER MANPOWER RECRUITMENT** duly licensed manpower procurement company by the Abu Dhabi Chamber of Commerce and Industry (ADCCI), is one of the leading and reputable recruitment agencies in the Gulf Region today which has outsourced, recruited and supplied thousands of manpower requirements for various multi-billion socio-economic infrastructure projects to both local and multi-national companies in different countries across the globe. **The SILVER STAR RECRUITMENT**, Tanta, Arab Republic of Egypt, has been in active operation for more than 5 years since its opening and saw its valuable contribution in acting as conduit in the selection and hiring of talents from Egypt and other neighboring places. **SILVER SKILLED RECRUITMENT INC.**, is internationally recognized land-based manpower recruitment company duly licensed by the Philippine Overseas Employment Administration (POEA) and the Philippine Securities Exchange Commission (SEC). These Philippine-based companies provide international employers cutting edge solutions for their manpower supply requirements with the most qualified, competent, industry-ready and committed Filipino talents. Philippine branch is managed by its President, Ms. Edjelyn De Lara Diaz.

Through strategic partnership and networking it has forged with reputable international key players in the field of human resource management and recruitment particularly in the Middle East and Gulf Region and with its international affiliates in countries like **Bangladesh, China, Ethiopia, Ghana, India, Indonesia, Jordan, Kenya, Nepal, Morocco, Pakistan, Tunisia, Sudan, Uganda, Syria, Ukraine, Sri Lanka and Zanzibar**. **SRG** has gained access to latest managerial expertise, trends and practices, as well as modern techniques and approaches in manpower recruitment which further enhances its capability to deliver only the best qualified manpower requirements to its employers.

**SRG** is managed by group of dynamic, experienced, pro-active, competent and dedicated professionals readily available to respond to clients' needs 24/7.



## Our Vision

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**SRG** seeks to become the preferred global manpower and recruitment company by continually striving for global excellence in providing clients cutting-edge solutions to their manpower requirements with unparalleled quality customer service.

## Our Mission

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**"Your Preferred Global Manpower Recruitment Company"**. **SRG** is committed to providing clients find right solutions to their manpower requirements in out-sourcing the best qualified talents available in the industry for whatever field that requires specific competencies for specific jobs.

- **SRG** is committed to providing candidates wide range of employment opportunities available in the international job market arena legally approved by host countries and other concerned agencies.
- **SRG** is committed to ensuring that candidates are protected and that their rights respected in accordance with the law.
- **SRG** is committed to exceeding clients' expectations by providing only the most qualified, competent, industry-ready, and globally competitive talents for the positions required in a timely manner.



## Our Core Values

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SRG believes that growth of the company and the success of its business activities greatly depend on the value system members of the team imbued. It is in this light that SRG is committed to serving its stakeholders, business associates and employees with integrity, respect, sustainability, accountability, and equality.

**Integrity.** This is best expressed by honoring agreements and keeping commitments with highest ethical standards in and outside the work environment.

**Respect.** Recognizing the uniqueness of individuals and diversity of ideas brings forth harmony and mutual understanding in carrying out business activities.

**Sustainability.** Believing that profitability of the company is based on sustainable relationships with happy and satisfied clients, employees, partners and local community.

**Accountability.** This means not only acting transparently and keeping commitments but ensuring that rights and privileges of all concerned parties are properly understood and well taken care of.

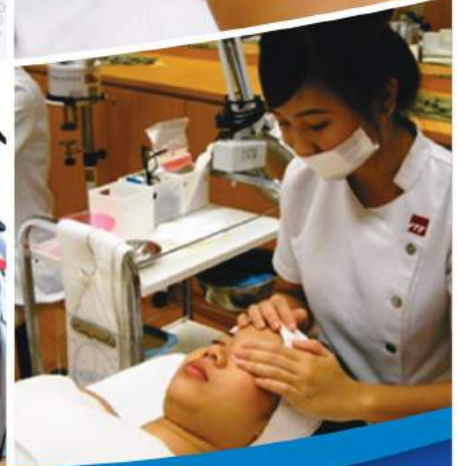
**Equality.** Being able to equally provide quality service to stakeholders regardless of status, gender, race and religion.



## Our Service Portfolio

Considered as one of the region's fast-growing manpower recruitment agencies, SRG's extensive manpower service portfolio includes but not limited to the following:

- **Medical and Health Care** (Doctors, Nurses, Caregivers, Health Technicians)
- **Engineering and Construction** (Civil, Electrical, Mechanical, Chemical, Architectural, Communications, Information and Technology, Masonry)
- **Security Services** (Male and Female Security Guards)
- **Customer Services** (Cashiers, Sales Assistants, Merchandisers, Salesmen)
- **Hospitality Services** (Front Office, Housekeeping, Food and Beverage, Business and Marketing, Administration, Technical Staff)
- **Environmental and Beautification** (Gardeners, Landscapers, Farmers, Manual Laborers)
- **Information Technology and Communications**
- **Beauty and Wellness Professionals**
- **Sales, Marketing and Advertising**
- **Business, Banking and Finance**
- **Administrative and Support Services**
- **Education**

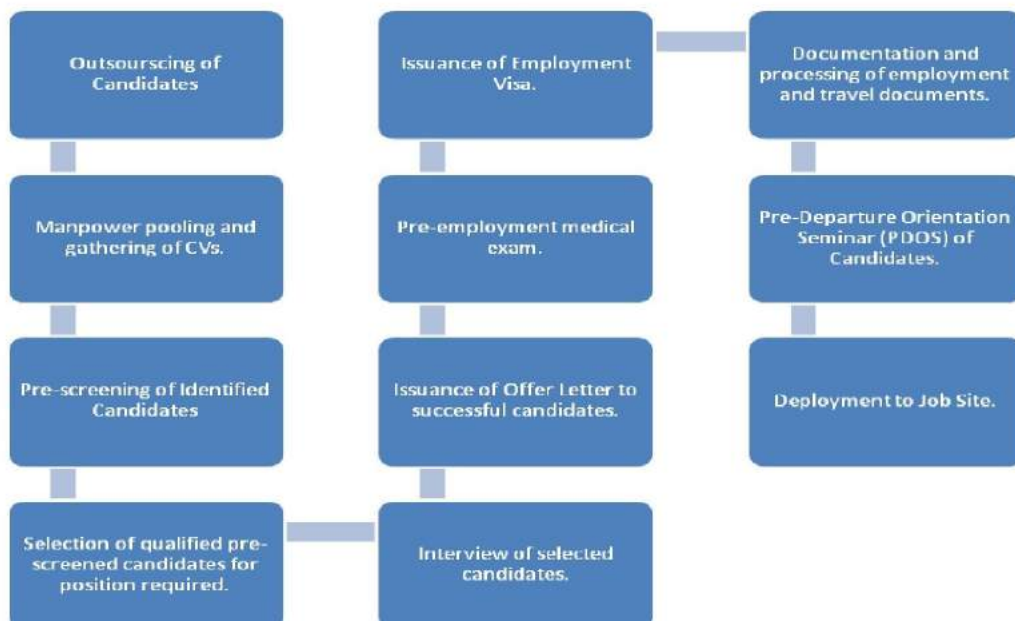




## The Recruitment Process

1. Outsourcing of candidates.
2. Manpower pooling and gathering of CVs.
3. Pre-screening of identified candidates.
4. Selection of qualified pre-screened candidates for position required.
5. Interview of selected candidates.
  - Personal interview will be conducted with the principal or company's official representative.
  - Trade interview will be administered for positions that require specific skills.
6. Issuance of Offer Letter to successful candidates.
7. Pre-employment medical exam.
8. Issuance of Employment Visa.
9. Documentation and processing of employment and travel documents.
10. Pre- Departure Orientation Seminar (PDOS) of candidates
11. Deployment to job site.

## WORKFLOW





## **Required Documents for Demand Letter/ Job Order From Clients**

- A copy of Company's business registration from country of origin.
- Passport copy of the assigned signatory
- Special Power of Attorney (SPA) authorizing SRG to recruit workers on Company's behalf to be notarized in country of origin.
- Manpower Request from Company addressed to SRG, specifying worker's position/title, skills required, job description, compensation and contract duration.
- Copy of Company's Employment Contract which will be the basis of hiring the workers stipulating terms of employment-compensation, provision for accommodation, transportation allowances, among others.
- All documents must be duly verified by the Embassy or Consulate in the host country





## Commercial and Trade Licenses

Abu Dhabi Business Center		وزارة التنمية الاقتصادية DEPARTMENT OF ECONOMIC DEVELOPMENT	
<b>Commercial License</b> رخصة تجارية			
License No	CV-1002086	رقم الرخصة	
Unified ID for ABOC	205231	رقم الترخيص الموحدة	
Legal Form	Establishment	نوع المؤسسة	
Trade Name	The Silver Corner Manpower Recruitment	اسم التجاري	
Establishment Date	02/08/2006	تاريخ التأسيس	
Issue Date	19/03/2017	تاريخ الإصدار	
Expiry Date	18/03/2018	تاريخ الانتهاء	
Country of Origin	United Arab Emirates	البلد	
Commercial Activities	Labor Recruitment Brokerage Office Services - تجارة خدمات الوساطة في توظيف العمالة - أوفيس - شارع الشيخ زايد - رقم القيد 102 - 1 - بناية / طريق واحة خلفه الوكيل العنوان	الوصف	
Owner	United Arab Emirates	المالك	
Abu Dhabi Chamber certifies that the above mentioned establishment has been registered in accordance with the law No.27 of 2006 (المجلس التجاري بولاية أبوظبي يصدّق أنّ المؤسسة المذكورة قد تمّت تسجيلها وفقاً للقانون رقم 27 لسنة 2006) http://www.ded.aedatsh.gov.ae (المجلس التجاري بولاية أبوظبي يصدّق أنّ المؤسسة المذكورة قد تمّت تسجيلها وفقاً للقانون رقم 27 لسنة 2006) http://www.ded.aedatsh.gov.ae Approved document issued without signature or stamp by the Department of Economic Development - Abu Dhabi. To verify the license kindly visit http://www.ded.aedatsh.gov.ae (تمّ إصدار هذا الوثيقة بدون توقيع أو ختم من قبل وزارة التنمية الاقتصادية - أبو ظبي. للتحقق من صحة الرخصة يرجى زيارة الموقع الإلكتروني http://www.ded.aedatsh.gov.ae) This Document is Considered As Commercial Register			

جمهورية مصر العربية  
 وزارة القوى العاملة والهجرة  
 الإدارة العامة للتشغيل والتدريب  
 ترخيص

رقم شركات (٧٩٣) شركات  
 يندرجه تحتها عمليات لإحقاق العمالة المصرية بالخارج

اسم الشركة : شركة التجم الفضي لإحقاق العمالة المصرية بالخارج  
 الاسم التجاري : شركة التجم الفضي لإحقاق العمالة المصرية بالخارج  
 عنوان الشركة : ١٥ من كمال غرابية/بور أول عوي/ أول مظا / الغربية  
 الشركة : ذات مسئولية محدودة  
 اسم المدير المسئول : عيد الثواب محمد عيد الثواب/ وحيه محمد عيد الثواب(مفردتين)  
 مجال النشاط : إحقاق العمالة المصرية بالخارج  
 تاريخ بداية الترخيص : ٢٠١٥ / ٢ / ٢٢  
 تاريخ نهاية الترخيص : ٢٠٢٠ / ٢ / ٢٢

رقم وتاريخ قيد الطلب في سجل الإدارة برقم ٨٠٨ بتاريخ ١٩/٠١/٢٠١٤  
 تنبيه هام : طبقاً لنص المادة (٨) من القرار الوزاري رقم ١٣٥ لسنة ٢٠٠٣ يجب تقديم مستندات تجديد الترخيص قبل نهاية الترخيص الحالي بأربعة شهور على الأقل .

المراجع : مدير عام  
 الإدارة العامة للتشغيل والتدريب الخارجي  
 المستشار / صلاح عطيق

شارع يوسف عباس - مدينة نصر - القاهرة، ت. ٢٢٦٠٩٨٩٢

Serial No. 00322

REPUBLIC OF THE PHILIPPINES  
 DEPARTMENT OF LABOR AND EMPLOYMENT  
 PHILIPPINE OVERSEAS EMPLOYMENT ADMINISTRATION  
 MANDALUYONG CITY

**LICENSE**  
POEA-030-LB-120915-UL

*The license to recruit, process and deploy landbased workers is hereby issued to*

SILVER SKILLED RECRUITMENT INC.  
Room 601, 6<sup>th</sup> Floor, Dona Felisa Syjuco Building  
1672 Remedios Street corner Taft Avenue, Malate, Manila

*pursuant to the Labor Code and Rules and Regulations Governing Overseas Employment.*

*This license shall be valid for the period July 25, 2014 to July 25, 2018 unless sooner revoked, cancelled or suspended for violation of the Labor Code and related issuances. It is non-transferable and shall not be used in any place other than the one stated above.*

BY AUTHORITY OF THE SECRETARY:

HANS LEO J. CACDAC  
Administrator



## OUR VALUED TRADE PARTNERS AND CLIENTS



TUV SÜD MIDDLE EAST LLC



LLH HOSPITAL LLC



GROUP 4 SECURICOR



ALTAYYAR ALUMINUM & STEEL



المحترفون للانظمة الامنية  
Professional Security Systems

PROFESSIONAL SECURITY SYSTEMS



AL AKKWI FLOWER GRILLS



SPARK SECURITY SERVICES



SAWAEED EMPLOYMENT LLC



STAR SECURITY SERVICES



ABU HUSSAIN CONTRACTING COMPANY



UNITED SECURITY GROUP



TRIZAC LIMOUSINE SERVICES



CNC GULF



VIA VIA HEALTH CLUB



SALT AND PEPPER RESTAURANT



AL ENJAZ FOR MEDICAL SERVICES



AL NUBLA CONTRACTING CO. L.L.C.



ELITE SECURITY SERVICES



## OUR VALUED TRADE PARTNERS AND CLIENTS



**BURJEEL HOSPITAL**



**AHALIA HOSPITAL**



**GLOBAL ENGLISH SCHOOL**



**ARJOUAN ALANDALUS SPA**



**FITNESS WAY GYM**



**AL KAMAL MEDICAL POLYCLINICS**



**DENTAL EXPERTS CENTER L.L.C.**



**INTERNATIONAL INDIAN SCHOOL**



**CAREERLINE MIDDLE EAST**



**AL AKEEM ENTERPRISES (PVT) LTD**



**TASC OUTSOURCING**



**UNITED ARAB EMIRATES MINISTRY OF INTERIOR**



**EMIRATES TRANSPORT**



**GROUP 4 FALCK SERVICES LLC**



**DR MUNIR SILWADI DENTAL CENTER**



**AL MUNTASSER CONTRACTING AND TRADING**



**UNIVERSAL HOSPITAL LLC**



**STANDARD INTERNATIONAL GENERAL CONTRACTING**



**Gulf Diagnostic Center Hospital**  
Established by Dr. Awad Kaddoura 1996



## OUR VALUED TRADE PARTNERS AND CLIENTS



SHARJAH COOPERATIVE SOCIETY



LATIF MANPOWER SERVICES



LIFECARE HOSPITAL



EMIRATES TECHNICAL AND THERMAL SYSTEMS



**Head Office:**

**SILVER CORNER MANPOWER RECRUITMENT**

Abu Dhabi, United Arab Emirates  
Tel No: +971 2 643 1517  
Fax No: +971 2 643 1518  
Email: [info@silver-recruitment.com](mailto:info@silver-recruitment.com)  
Website: [www.silver-recruitment.com](http://www.silver-recruitment.com)

**Egypt Office:**

**SILVER STAR RECRUITMENT**

Tanta, Arab Republic of Egypt  
Tel No: 0020403420221  
Mobile No: 00201289373733  
Email: [silverstar\\_79@yahoo.com](mailto:silverstar_79@yahoo.com)

**Philippines Office:**

**SILVER SKILLED RECRUITMENT INC.**

POEA Lic. No.: 026-LB-071014-PL  
Tel No.: +63 2 225 0271 / +63 2 354 9187  
Fax No.: +63 2 354 9093  
Email: [silver\\_skilled@yahoo.com](mailto:silver_skilled@yahoo.com)

**OUR INTERNATIONAL AFFILIATES**

- China
- Ethiopia
- Ghana
- India
- Indonesia
- Sudan
- Uganda
- Syria
- Ukraine
- Sri Lanka
- Zanzibar
- Kenya
- Nepal
- Morocco
- Pakistan
- Tunisia