

# FOR MANPOWER RECRUITMENT FROM INDIA

CONTACT



کریٹیف انٹرپرائزز  
**Creative Enterprises**

ESTD : 1979



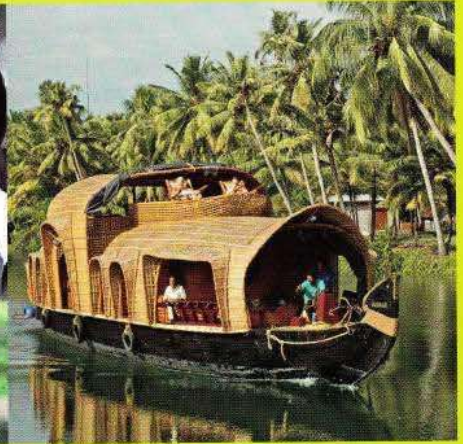
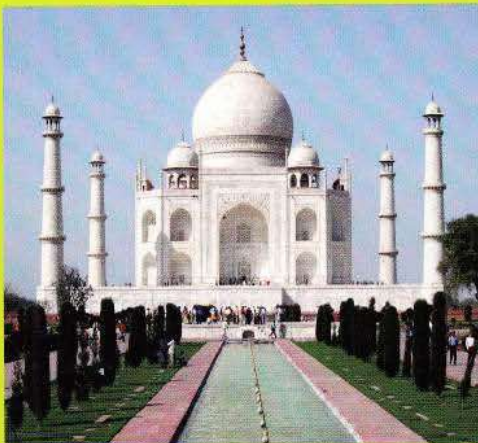
[www.creative-india.com](http://www.creative-india.com)

## FOR TOUR INDIA

CONTACT



**FLY CREATIVE GLOBAL HOLIDAYS**





# کریٹیف انٹرنیٹرز Creative Enterprises

ESTD : 1979

**RECOGNISED BY GOVT. OF INDIA, MINISTRY OF OVERSEAS INDIAN AFFAIRS  
REGN. No.: B-0367/MUM/PER/1000+/3/570/1984**

82/10, Gr. Flr., Badriakeshwar Building, Patan Jain Mandal Marg, Marine Drive, Mumbai - 400 002.  
Tel.: +91 22 2281 4421 / 2281 9913 / 2281 7978 / 22813419 Fax : +91 22 2281 8961  
Email : recruitment@creative-india.com Website : www.creative-india.com



## FLY CREATIVE GLOBAL HOLIDAYS



Kapadia Chambers, 1st Floor, Behind Metro Cinema, M.G. Road, Dhobitalao, Mumbai - 400 020.  
Tel.: +91 22 4345 7900 / 2207 7954 Fax : +91 22 2209 2205

Email : abdulkarim@creativeholidaysindia.com / admin@creativeholidaysindia.com  
tours@creativeholidaysindia.com Website : www.creativeholidaysindia.com

## BRANCHES

**TRIVANDRUM** : TC 25/2318, M.G. Road,  
Ismail Bldg., Near S.M.V. School, Trivandrum - 695 001  
Tel.: 0471-408 0326 / 27 / 232 1475  
Fax: 0471-232 1483  
Mob.: 09387727605  
Email: ivmsales@creativeholidaysindia.com

**KOCHI** : Aysha Complex, CC/39-3954, Karimpatta Road,  
Pallimukku, Ernakulam, Kochi - 682 016  
Tel.: 0484-411 3399 / 237 2160 / 236 5892  
Fax : 0484-237 4218  
Email : coksales@creativeholidaysindia.com

**CALICUT** : Silver Plaza Bldg., 2nd Floor,  
Indira Gandhi Road, Calicut - 673 004  
Tel.: 0495-304 3009 / 272 1740 / 272 7605  
TeleFax : 0495-272 7674  
Email : ccjsales@creativeholidaysindia.com

**BANGALORE** : N/8, Unity Bldg., J.C. Road,  
Bangalore - 560 002  
Tel.: 080-2211 0011 / 2211 6666 / 325 0662  
Mob.: 09343207987 / 09341362371  
Fax: 080-2211 0111  
Email: blrsales@creativeholidaysindia.com

**TIRUR** : 2nd Floor, EePee's Tower, Opp. Bus Stand,  
Tirur, Malappuram - 676 101  
Tel.: 0494-324 4001 / 211 8430 / 242 4537  
Fax : 0494-281 2614  
Email : tirsales@creativeholidaysindia.com

**MUVATTUPUZHA** : Municipal Complex, Nehru Park,  
Muvattupuzha - 686 661.  
Tel.: 0485-281 2614 / 281 1214 TeleFax : 0485-281 2614  
Email : mtsales@creativeholidaysindia.com

**KOTTAYAM** : 1st Floor, C.S.F. Commercial Centre,  
Baker Junction, Kottayam - 686 001.  
Tel.: 0481-256 2028 / 326 2233 Fax : 0481-256 2028  
Email : ktmsales@creativeholidaysindia.com

**KOLLAM** : 1st Floor, Akhil Complex, Hospital Road,  
Chinnakkada, Kollam - 691 001.  
Tel.: 0474-324 7605 / 324 7065 / 324 6605  
TeleFax : 0474-276 8329  
Email : klmsales@creativeholidaysindia.com

**KODUNGALLUR** : Prabha Bldg., North Nada,  
Kodungallur - 680 664, Thrissur  
Tel.: 0480-300 5000 / 280 2695 / 280 4986 / 280 5195  
Fax : 0480-281 2974 Mob.: 09349803028  
Email : kdrsales@creativeholidaysindia.com

**THODUPUZHA** : 28/4581, Salafi Complex,  
Toraty Junction, Muvattupuzha By-pass Road,  
Thodupuzha - 6865584.  
Tel.: 0486-222 0279 TeleFax : 0486-222 0279  
Email : tpzsales@creativeholidaysindia.com

**PALA** : Varacheril Building, 1st Floor, Lalam Church Road,  
Near Kurusu Palli, Pala - 686575  
TeleFax.: 0482-220 0001 Mob.: 09388841456  
Email : plasales@creativeholidaysindia.com

**KANNUR** : Near Steel Company, Opp. KSTRC Bus Stand,  
Caltex Junction, Kerala - 670 001.  
Tel.: 0497-276 5617 Mob : 09349055100, 09388355100  
Email : knnrsales@creativeholidaysindia.com

**NILAMBUR** : Crescent Plaza Building, Ootty Road,  
Thanthakunnu, Nilambur Malappuram Dt.  
Tel.: 04931-344 355  
Email : nbrsales@creativeholidaysindia.com

**CHENNAI** : 186/187, Also Tower, Office No.11&12,  
Poonamalle High Road, Kilpauk, Chennai - 600 010  
Tel.: 044-4285 7501 / 4285 7023 / 4285 7441  
Mob.: 09840941715  
Email: chennai@creativeholidaysindia.com

**PUNE** : City Mall, Office No.5 & 6, Pune University Road,  
Ganesh Khind, Pune - 411 005.  
Tel.: 020-6605 1111 / 3234 3313 / 3240 1567  
Mob.: 09370176540  
Email : pnaqsales@creativeholidaysindia.com

**HYDERABAD** : 402, Mor Chambers, 4th Floor,  
Basheer Bagh, Hyderabad - 500 029 (A.P.)  
Tel.: 040-3221 5598 / 3022 8033  
Mob.: 09346664642 / 09346155598  
Email: hyd@creativeholidaysindia.com

**AHMEDABAD** : 223, Supermall, 2nd Floor,  
Near Lal Bunglow, C.G. Road, Ahmedabad - 380 009  
Tel.: 079-30028996  
Email : amdsales@creativeholidaysindia.com

## INTRODUCTION

### **Creative Enterprises - Spirit behind the Manpower**

For any organization manpower is the most crucial and worthy asset. Creative Enterprises founded in 1979 understand well about the subject. A Mumbai based multifaceted organization with a track record of more than One Lakh workers of various categories deployed in various fields in Middle East. Creative chooses the best for any organization for their manpower needs. Our Unique System Guarantees quality and professionalism in the handling of Employing companies recruitment needs. When it comes to choosing the right candidates no compromises are made and no concessions given. With every clear perception of what the clients needs, Creative goes to any length to peak-up the most suitable candidates no matter what it costs.

**Today “Creative” is the leading authorized recruiting organization in India with Travel & Tours Division**

### **Travel & Tours Division**

**Creative Tours & Travels (India) Pvt. Ltd.**, our sister concern, an IATA Accredited Travel & Tour Company, makes an added advantage for the mobilization of the candidates in time. A leading inbound Tour operator, which promotes India Tourism and its Cultural Heritage, Ayurveda, Health Tourism etc., in an attractive and competitive price. Creative - your guide for the manpower from India and a hub of Tour India.

**ABDUL KARIM**

Managing Director & C.E.O.

## ACTIVITIES

### **MANPOWER RECRUITMENT - Our salient features are :**

1. Special emphasis on client expectation
2. Quick response
3. Right selection
4. Proper documentation
5. Immediate deployment with prior intimation
6. Neat and gentle business deal
7. Largest Data-Base
8. Video Conference interview Arrangements

### **We are specialised in recruiting qualified personnel for :**

- Petroleum
- Oil & Gas
- Petrochemical-Industries
- Hospital – Medical & Para - Medical Staff
- O & M
- Construction Industries
- Administration
- IT-Professional
- Secretarial
- Accounts & Travel Agency Professionals.

### **Our Merits :**

1. We have an In-House IATA - Accredited Travel & Tour Co.
2. Recognised by various Embassies / Consulates & maintain good relations with them.
3. Large Computerised Data Bank of personnel in all positions.
4. Thorough scrutinising, Interviewing (by professionals).
5. Workshop facilities all over India, helps for skill test and training of candidates.
6. Handling all formalities - Passport, Visa, Medical, Ticketing, Insurance Etc.
7. Live contacts and good access with the Central and State Governments, Emigration Offices, Airlines and other Institutions.

### **Our Recruitment Division has different departments viz.,**

- a. Response
- b. Evaluation / Screening
- c. Medical
- d. Visa Processing
- e. Emigration
- f. Ticketing

The Recruitment Division will co-ordinate the functions of all above departments to expedite the Recruitment Process and Mobilisation.

As we are professionals, we always act professionally. We take the guarantee of demobilizing the candidates who are not crossing your standard on our own cost during their probationary period. We also have tie-up with reputed Recruitment Companies in U.K., Philippines, Pakistan, Bangladesh, Nepal and Sri Lanka for recruitment of manpower and can be organised in a professional manner.

Apart from attending the A to Z recruitment formalities, we also undertake the responsibilities of mobilization of workers sourced by the employing companies for their visa processing, execution of contracts, Pre-Employment Medical Check-Up ,co-ordination between the employing company and the candidates, completion of local formalities and scheduling their departure as per the requirement of the principal.

## TRAVEL & TOURS DIVISION



**FLY CREATIVE ONLINE PVT. LTD.**



A Private Ltd. Company incorporated under the Companies Act - 1956 and an Accredited Passenger Sales Agency of IATA. As a consolidator, **Creative** offers very competitive price and special group fares for Air-Ticketing.

This Division helps the Recruiting Department in the mobilisation of recruits in proper time. Majority of our overseas principals connected with the recruitment, utilising the facility of our travel Division for the purchase of tickets of their recruits as it makes more convenient and economical for them since the price is comparatively cheaper than arranging PTA.

**Creative** - offers very attractive and competitive **Tour Packages** as per the nature of requirements of the clients and the best corporate rates for Hotel Rooms.

*We do our best to serve you better*

## MANAGEMENT TEAMS

NAME	DESIGNATION	CONTACT No.
Mr. V.S. ABDUL KARIM	MD & CEO	(91-22) 22816650 / 22056790
Mr. V.S. SHAHABUDEEN	Exe. Director	(91-22) 22814421 / 22817978 22811627 / 22813419
MR. ADL ABDUL KARIM	Exe. Director	Cell : 9892076453 (91-22) 43457900
Mr. KAREEM ARAKKAL	Sr. Operations Manager	(0495) 2721740 / 41 Cell : 9349755100
Mr. SHIBU MATHER	Operations Manager	(0471) 2321475/78/80 Cell : 9387727605
Mr. MOHAMED MEERA	Sr. Operations Manager	(080) 22110011 Cell : 9343207987
Mr. V.P. ABOOBACKER	General Manager	(91-22) 22077954 / 22077896
Mr. HIREN SOMAIYA	Accounts Manager	Cell : 9833246312 (91-22) 43457900 / 22077896
<b>TOUR DIVISION</b>		
Mrs. IRSHAD I. PATEL	Sr. VP - Business Devp.	(91-22) 43457900 Cell : 09820680203
Mr. SAMEER BAPARDEKAR		(91-22) 22077954 / 22077899

## CONTACT PERSON AT BRANCH LOCATIONS

CITY / TOWN	NAME	CONTACT No.
TIRUVANANTPURAM	Mr. SHIBU MATHER Manager	(0471) 2321475 / 78 / 80 Cell : 09387727605
COCHIN	Mr. P.M.M. ANSARI Manager - Administration	Cell : 9349916189 (0484) 2365892
	Mr. A.I. MAMMOOTTY Sr. Manager - Accounts	(0484) 2372160 2365892
CALICUT	Ms. MARY CELINE Asst. Manager	(0495) 2727673 2727605
KODUNGALLUR	Mr. P. YOOSAF Manager - Administration	Cell : 9349005887 (0480) 2802695
TIRUR	Mr. P.A. SAJIN Manager - Administration	Cell : 9388473881 (0494) 2429213 / 14
BANGALORE	Mr. MOHAMED MEERA Manager	(080) 22110011 Cell : 9343207987
MUVATTUPUZHA	Mr. LAL Manager	Cell : 9388807163 (0485) 2811214
KOLLAM	Mr. UNNI Manager	Cell : 9349227605 (0474) 324 7605

## SERVICE OFFERED TO THE EMPLOYER

1. Selection of personnel as required by the employer from our data bank.
2. Published in / local News Papers for more difficult categories or categories not available on our data bank on behalf of our principal.
3. Pre-screening / scrutinising of CV / BIO-DATA as per the specification of the requirement and short list of the candidates.
4. Forward short listed CV / BIO-DATA, to the employer.
5. Upon receipt of pre-selected candidates from the employer conduct final interviews, examinations and selection of the prospective candidates by specialised and highly professional staff.
6. All India level selection measures are adopted for selection of highest quality / quantity personnel.
7. Trade testing measures are adopted depends upon the requirements under supervision of our own staff or the employer.
8. Meet and assist of delegates coming for interview.
9. Detailed medical examination is carried out by the panel doctors approved by the concerned Consulate / Embassy in India.
10. On receipt of authenticated Power of Attorney from the employer we arrange to obtain visa from the concerned Embassy within possible time wherever applicable
11. Give adequate orientation about employing country and sponsoring organisation before candidate's departure for the overseas employment.

## PROCESS OF RECRUITMENT AND DEPLOYMENT PROCEDURES

### Recruitment Process

Employing company has to provide us detailed job description, qualifications, experience and candidate specifications and any other information with the principal's special knowledge relating to the positions to be filled, candidates of employment, number of employees required for each classifications and approximate date on which the employees are required in order to enable us to carry out the services.

We will conduct the candidate search, release advertisement if required with the consent of the principals and pre-screening of candidate in connection with the selection and requirement of Indian nationals for the employing company. All advertisements will be undertaken by us only with the principal's prior written approval.

We will screen applications and resumes received. The competence of each person being considered for employment, shall be evaluated solely on the basis of the specific requirements of the particular job to be filled. Those candidates whose applications and resumes indicate that they possess the minimum qualifications for the positions to be filled will be interviewed by us. During the interview we will evaluate the candidates on the basis of job specifications, collect personal data, like the complete history, qualifications, experience, areas he worked, present drawing salary, expected salary, status availability, etc. and short listed resumes will be forwarded to the employing company. Subsequently, interview with the short listed candidates would be arranged as per the schedule of the principals. After the final interview, the offer of employment shall in all cases be made by us to the candidate only after we received employing company's approval of the candidate and subsequently we start processing their visas where applicable and complete other procedures for the deployment as per the schedule of the employing company.

### **Data Bank**

A Large data base is maintained in category-wise for Quick Retrieval on daily updated manner to have an effective response.

### **Technical Review of Applications**

We have a well experienced and qualified team of professional skilled consultants / staff to look after the overseas recruitment division. They evaluate CVs and conduct preliminary interviews and short list the candidates on the basis of the full specifications, job descriptions and all other details provided by the employing company.

### **Process and time to accomplish**

Minimum 15 to 20 working days are required to complete the process and deploy the candidates who accepted the offer. This may vary depends on the conditions of acceptance, subject to the documents provided in order and the medical fitness of the candidates.

## **DOCUMENTS REQUIRED BY US FOR RECRUITMENT**

1. A DEMAND LETTER INDICATING :
  - a. Number and Categories of personnel to be recruited.
  - b. Wages / Salaries offered.
  - c. Other benefits as accommodation, food/food allowance, medical assistance etc., as per proforma attached.
2. A Power of Attorney as per proforma attached to be executed on your letter paper and attested by the Indian Embassy.
3. Authority (Wakkalath) letter addressed to Saudi Consulate / Embassy and attested by the Chamber of Commerce and Foreign Ministry (for Saudi Arabia Only)
4. EMPLOYMENT AGREEMENT in Arabic and English.

## **SERVICE CHARGES FOR FULL RECRUITMENT PROCESS**

Negotiable : As per the company policy.

## **SERVICE CHARGES FOR THE MOBILISATION OF CANDIDATES SOURCED BY THE EMPLOYING COMPANY**

Negotiable : As per the company policy.

## **REIMBURSABLE ITEMS - IF APPLICABLE**

- ◆ Air Ticket cost as actual for the employee
- ◆ DHL / FAX cost as actual
- ◆ Consulate fee if any.
- ◆ Advertisement cost as actual.
- ◆ Certificate Attestation Fees.
- ◆ Pre- Employment Medical Check-Up.
- ◆ Business Centre Arrangements.
- ◆ Hotel Accommodation.
- ◆ Domestic Air Tickets/Train Tickets.
- ◆ Invoice will be forwarded for recruitment & processing after deployment of candidate.
- ◆ Payment should be settled within 30 days.



OVERSEAS MANPOWER RECRUITMENT LICENSE COPY



Government of India  
Ministry of Overseas Indian Affairs

REGISTRATION CERTIFICATE

ISSUED UNDER SECTION 11 OF THE  
EMIGRATION ACT, 1983

PARTICULARS OF THE AGENCY

- Registration Certificate Number B-0367/MOM/PER/1000+13/570/1984.
- Name of the Agency M/s. Creative Enterprises.
- Office Address of the Agency 82/10, Badarikeshwar Building, F. Road, Marine Drive, Mumbai-400002.
- Nature of Agency  Company / Proprietorship firm / Partnership firm
- Name of RC Holder M. V. S. A. Kashi
- Date of birth of the RC Holder 24-10-1956
- Nationality of the RC Holder Indian
- Position in the Agency Proprietor
- Telephone Number of the Agency 2281-4431, 22819913

RC issued in lieu of previous RC  
No-00012/BOM/PER/1000+13/570/84



CERTIFICATE NO. B -  
PER/1000+13/570/84

Protector General of India  
Ministry of Overseas Indian Affairs

Form - V Government of India, New Delhi

GOVERNMENT OF INDIA  
MINISTRY OF OVERSEAS INDIAN AFFAIRS  
CERTIFICATE

[See rule 10 (2)]

With reference to the application dated 25-01-1984  
for grant of a Certificate under Section 10 of the Emigration Act, 1983 to commence or carry on the business of recruitment for deployment of Indian workers with foreign employers, M/s. Creative Enterprises is hereby granted the said certificate effective from the date of issue of this certificate, subject to the following terms and conditions, namely:

- that the business shall be conducted at 82/10, Badarikeshwar Building, F. Road, Marine Drive, Mumbai-400002.

उद्यवासी महासंरक्षी

Protector General of India

## SPECIMEN OF THE DEMAND LETTER

### M/s. Creative Enterprises

82/10 Badrikeshwar Building,

Patan Jain Mandal Marg,

Marine Drive, Mumbai - 400 002.

Regn. No. B-0367/MUM/PER/1000+/3/570/1984

Subject : Demand Order for Manpower

We hereby authorise you to recruit the following Indian workers on our behalf in compliance with the special power of attorney given to you under our

1. Category wise Workers Required :  
Sr.No. Category Qty. Monthly Salary
2. Terms & Conditions :
  - a) Accommodation and Medical Facilities Free
  - b) Period of Contract : \_\_\_\_\_ Years
  - c) Number of daily working hours : Eight hours
  - d) Food : Free Food / Food Allowance
  - e) Free travel expenses from the place of residence of employee in India to the place of employment in the Kingdom of Saudi Arabia.

Kindly arrange for the recruitment of the above mentioned categories at your earliest.

Thanking you,

For : Name of the Company

Signature, Name & Designation of the concerned person

(Seal)

## نموذج خطاب طلب

السادة/ كريتييف انتربرايزيز،  
٨٢/١٠ بادري كيشور بلدينغ، باتان جين ماندال  
مارغ، مارين درايف، مومباي-٤٠٠٠٠٢.

رقم المتسجيل،

بي. ٣٦٧/٠٣٦٧/٣/١٠٠٠/بر/١٩٨٤/٥٧٠/٣

الموضوع: خطاب طلب للقوة البشرية.

بهذا نفوض سعادتك لاستقدام العمال المذكورين من  
الجنسية الهندية نيابة عنا بموجب الوكالة الخاصة  
المفوضة لكم بخصوص تأشيرتنا الاجتماعية برقم:

١. عمال مطلوبون حسب المهنة:

رقم التسلسل-العدد المطلوب- المهنة- راتب  
شهري.

٢. الشروط و المواصفات:

الف) السكن و التسهيلات الطبية: مجاناً

ب) فترة العقد: ..... سنة.

ج) ساعات العمل اليومية: ثماني ساعات.

د) الطعام: الطعام مجاناً/ علاوة الغذاء.

هـ) السفر مجاناً من مكان سكن العامل في الهند إلى

مكان التوظيف بالمملكة العربية السعودية.

الرجاء التكرم بتوفير الأيدي العاملة بموجب المهنة

المذكورة أعلاها بأسرع ما يمكن.

شكراً لكم،

للسادة/ اسم المؤسسة.

توقيع، اسم و منصب الشخص المتعلق.

(الختم)

### Note :

➡ If it is for Saudi Arabia, please mention Block Visa No., Date of Visa & Sponsor ID No. in Demand Letter.

➡ This document is to be printed on the company letter head.

## SPECIMEN OF THE POWER OF ATTORNEY

Known all men by these presents that we M/s.

.....  
.....  
Saudi Arabia, -do hereby appoint **M/s. Creative Enterprises**, 82/10 Badrikeshwar Building, Patan Jain Mandal Marg, Marine Drive, Mumbai - 400 002, Ministry of Labour, vide Regn. No. B-0367/MUM/PER/1000+/3/570/1984 to be our true and lawful attorney and agents in India in respect of handling of all affairs concerning recruitment, entering into contracts with the selected employees, completion of all emigration formalities with protector of emigrants Govt. of India, and signing all necessary documents required by the said office in connection with the recruitment of persons for service with us and to arrange their passport passage etc.

For : Name of the Company

Signature, Name and Designation of the concerned person.

(Seal)

In witness we have executed this **Power of Attorney**

## نموذج الوكالة

ليعلم الجميع بهذه الوثيقة أننا نحن السادة/

.....  
المملكة العربية السعودية، بهذا نقوم بتعيين السادة/ كريتيف انتربرايزز، ٨٢/١٠ بادري كيشور بلدينغ، باتان جين ماندال مارغ، مارين درايف، مومباي-٤٠٠٠٠٢.

رقم التسجيل،  
بي. ٠٣٦٧/مومباي/بر/١٠٠٠/٣/٥٧٠/١٩٨٤

ليكون وكيلنا القانوني في جمهورية الهند بخصوص جميع الإجراءات المتعلقة بالاستقدام، و إبرام العقد و الاتفاق مع الموظفين المختارين، و إنهاء جميع إجراءات الهجرة من محامي دائرة الهجرة في جمهورية الهند، و التوقيع علي الوثائق اللازمة المطلوبة لدي المكتب المذكور بخصوص استقدام الموظفين للعمل لدينا و القيام بنظم جواز سفرهم و غيرها.

للسادة/ اسم المؤسسة.

توقيع، اسم و منصب الشخص المتعلق.

(الختم)

شهادة لما ذكر قمنا بتنفيذ هذه الوكالة.

**Note : This document is to be printed on the company letter head.**

## SPECIMEN OF THE LETTER OF AUTHORITY / E-WAKKALATH NAMA

(FOR SAUDI ARABIA ONLY)

شركة إنجاز لتكنولوجيا المعلومات  
 https://enjazit.com.sa/Enjaz/ViewVisaDetails/Person

**إنجاز** شركة  
 للتكنولوجيا المعلومات  
 Enjaz Information Technology

مشاعدة شاركدرأيك

## التفويض على تأشيرة

الرئيسية	قطاعات	التفويض على تأشيرة
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ومنظمات

رقم التأشيرة:	XXXXXXXXXX	تاريخ التأشيرة: xxxx/xx/xx
الاسم:	XXXXXXXXXX	
العنوان:	XXXXXXXXXX	
رقم الإقامة او الهوية:	XXXXXXXXXX	

عرض التأشيرات الموجودة في ممثلة: مومباي / نيودلهي

التفويض على كامل المهن للمتلفة

## قائمة المهن

عدد الأشخاص	المهنة	الجنسية	جهة القدوم	العدد المتبقي	الاجراءات

## التفويض في الممثلة

جهة القدوم	عدد الأشخاص	المهنة	اسم الوكالة	الاجراءات
			السادة / كريثيف انتربر انزيز رقم التسجيل، بي. ٠٣٦٧ / مو مباي / بر / ١٩٨٤ / ٥٧٠ / ٣ / +١٠٠٠	

## CREDENTIALS

### SAUDI ARABIA

**Alrabiah Consulting Engineers**

Post Box 9967, Dammam - 31423  
Kingdom of Saudi Arabia  
Tel: 827 9737

**A. N. Al Odan & Sons Industrial Company Ltd.**

Old Industrial Area, P.O. Box 797 ,  
Riyadh - 11421,  
Kingdom of Saudi Arabia  
Tel : 4471151 / 4471153

**Al Suwaiket for Trading & Contracting Co.**

P.O. Box 691, Dhahran Airport - 31932  
Tel.: 8579780

**Al-Othman Consultant Group**

P.O. Box 30052, Al-Khobar - 31952  
Tel.: 8942727, 8942828

**AFI Alaa for Industry**

P.O. Box 9998, Dammam - 31423  
Tel.: 8470033

**Adeeb Technical Corp.**

P.O. Box 1049, Riyadh - 11431  
Tel.: 4480147

**Attieh Steel**

P.O. Box 12480, Jeddah - 21473  
Tel.: 6876762

**Bijulpe Training & Technical Services**

Hassan A. KarimAlgahtani Sons Co.  
(HAKA)  
Tel. 03-8828229

**Danem Industrial Works Est.**

**Danem Arabia Contracting Co. Ltd.**  
P.O. Box / Bldg.: 2876, Unit # 1,  
Dammam - 34367-7219  
Kingdom of Saudi Arabia  
Tel: 8877 641, 8877 642

**Eurovillage Compound**

P.O. Box 691, Dhahran Airport - 31932  
Tel.: 8579780

**Golden Star Factory**

P.O. Box 2625, Riyadh - 11461  
Tel.: 4778089

**Hassan A. Karim Algahtani Group of Co.**

P.O. Box 195, Al Khobar - 31952  
Tel.: 8574102, 8576617

**Halwani Bros.**

P.O. Box 690  
Jeddah - 21414  
Tel.: 6369810

**Herfy Food Services**

P.O. Box 86958, Riyadh  
Tel.: 4561641

**ITCO Industrial Technologies Co. Ltd**

Riyadh - Kingdom of Saudi Arabia  
Phone : 4779780, 4761185

**Kaido Trading**

P.O. Box 1382  
Jeddah - 21414  
Tel.: 6692992

**National Inspection & Technical Testing Co. Ltd.**

P O Box 10771, Jubail - 31961  
Kingdom of Saudi Arabia  
Tel : 340 7607 / 08 / 09

**Odan Electro Plating**

P.O. Box 797, Riyadh - 11421  
Tel.: 448344, 4471151

**Olayan Arabia Packaging Co. Ltd.**

P.O. Box 10663,  
Al-Jubail Industrial City - 31961  
Tel.: 3583272

**Olayan Food Services Co.**

P.O. Box 8772, Riyadh - 11492  
Tel.: 4776740

**Olayan Financing Co.**

P.O. Box 8772, Riyadh - 11492  
Tel.: 4778740

**Saudi Delta Company For Chemical Industries**

3rd Industrial City Riyadh, Saudi Arabia,  
POB 355809, Riyadh - 11383  
Tel.: 2654533 , 2654534

**Saudi Petrochemical Co. (SADAF)**

P.O. Box 10025, Madinat Al Jubail,  
Al-Sinaiyah - 31961  
Tel.: 3573000

**Saudi Services Operating Co. (S.S.O.C.)**

P.O. Box 753, Dhahran - 31932  
Tel.: 6692992

**Saud Mechanical Industries Co.**

P.O. Box 59799, Riyadh - 11535,  
Saudi Arabia  
Tel.: 01-2651979

**Southern Province Cement Co.**

P.O. Box 202, ABHA  
Tel.: 2271577

**Technoserve Co. Ltd.**

Jubail Dhahran Highway,  
Opp. Dammam Television Complex  
Post Box 1848, Dammam - 31441  
Kingdom of Saudi Arabia  
Tel.: 8151677

**Technical & Industrial Services**

Nonotel Business Park, Tower No. 03,  
1st Floor, P.O. Box 13315  
Dammam - Khobar Highway,  
Dammam, Saudi Arabia  
Tel.: 03-8579037

## CREDENTIALS

### KUWAIT

#### **KNPC-OSSCO**

Oil Sector Services Co.  
Salhiya Complex, Gate 5, 2nd Floor,  
Block-5, P.O. Box 1679  
Safat - 13016, Kuwait

#### **Govt. Affairs Department**

##### **Heston - Kuwait**

P.O. Box 25472 Safat - 13115, Kuwait  
Tel.: 2403700, 2403800

#### **Mezzan Holding Co.**

P.O. Box 124, Safat - 13002, Kuwait  
Tel.: 4846433 / 4818094

### DOHA - QATAR

#### **Arabian Construction Engineering Company**

PO Box No.1277, Doha, Qatar  
Tel.: 44063716 / 44063777

#### **Arabian Const. & Eng. Co.**

P.O. Box 1277, Doha-Qatar  
Tel.: 4414862

#### **Danem Engineering Works**

P.O. Box 7408, Doha, Qatar  
Tel.: 4490 1875

#### **Equinox**

P.O. Box 5700, Doha-Qatar  
Tel.: 424163

#### **Petroject**

P.O. Box 1277, Al-Khor, State of Qatar  
Tel.: 4906409

#### **Peninsular Petrotech Engineering**

P.O. Box 4533, Doha-Qatar  
Tel.: 432044

#### **Qatar Carpentry & Decoration WLL**

P.O. Box 16869, Doha-Qatar  
Tel.: 4670891

### UNITED ARAB EMIRATES

#### **Adnoc Distribution**

P.O. Box 4188, Abu Dhabi - UAE  
Tel.: 6771300

#### **Danem Eng. Works**

P.O. Box 17740, Jebel Ali - Dubai -  
UAE  
Tel.: 8835293

#### **Ineco Ltd.**

P.O. Box 3278, Abu Dhabi - UAE  
Tel.: 325946

#### **Joyce Ann M crouz Garcia**

P.O. Box 105077 4th Floor  
Al-Wafaq Building, Beside Akai  
Building, Airport Road Abu Dhabi -  
UAE

#### **Metra Engineering**

P.O. Box 8585, Abu Dhabi - UAE  
Tel.: 5559174

#### **National Drilling Co.**

P.O. Box 4017, Abu Dhabi - UAE  
Tel.: 6776100

#### **Pauling Middle East Co.**

P.O. Box 45176 Abu Dhabi - UAE  
Tel.: 6329292

#### **Spark Est.**

P.O. Box 3381, Abu Dhabi - UAE  
Tel.: 6328820, 6211450

#### **Spark Sec**

P.O. Box 37940, Abu Dhabi - UAE  
Tel.: 6661132

#### **Sungbo Development LLC**

P.O. Box 29613, Villa No. 02,  
Near Pepsi Cola Company,  
Airport Road, Abu Dhabi - UAE  
Tel.: 2-4472472

### YEMEN

#### **Al Saeed Company**

P.O. Box 4933  
Taiz, Republic of Yemen  
Tel.: +9674 213427



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**Email :** [recruitment@creative-india.com](mailto:recruitment@creative-india.com)

**Website :** [www.creative-india.com](http://www.creative-india.com)