

An Award Winning Staffing Agency Established in the Year 1993



CARGO LANKA IS A MANPOWER RECRUITMENT AGENCY BASED IN SRI LANKA OFFERING STAFFING SERVICES TO CORPORATES CLIENTS SINCE 1993. OUR STAFFING SOLUTIONS RANGE FROM OVERSEAS RECRUITMENT, EXECUTIVE SEARCH, HEAD HUNTING AND LOCAL RECRUITMENT.

You need a staffing agency with the capabilities to convert challenges into prospects. We can deliver established answers for your sourcing & recruitment needs regardless of how large or small your establishment is. We excel in recognizing your goals and lining up talents that matches your organization.

Offering bespoke Recruitment Services with unparalleled experience and comprehensive capabilities across all industries.

### **Vision**

Our Vision is to be a leader in the placement of Sri Lankan Manpower globally.

### Mission

We are dedicated to uphold our Integrity, Ethics, Principles, Values and Honesty in our service offering. We aim to create a bridge for recruiters towards a borderless search and recruitment process.

### **Core Values**

### Integrity

We believe in a philosophy to offer our services with honesty and accountability.

### Commitment

Develop and maintain long term relationship with clients, candidates and stakeholders that's built on success.

### Satisfaction

We've built an excellence in offering bespoke recruitment services in completing any search assignment with guaranteed results and satisfaction.

### **Teamwork**

Teamwork is our foundation. A team that's passionate about delivering results. We adventure together with our clients & candidates to offer the best we can.

## Quality

### Cargo Lanka is proud to be ISO 9001 Certified

Our end-to-end Recruitment Process is enhanced with innovation and continuous improvement in Management Process to effectively and efficiently complete search and recruitment mandates.







### **Services**

Comprehensive Human Resource Solutions that's tailored for your business requirements:

- Overseas Recruitment
- Executive Search & Head HuntingVis
- Emigration Clearance
- Local RecruitmentVisa Processing
- Trainina
  - Training & Orientation
- HR & Payroll Management | Labour & Staff Outsourcing



# Experience in Recruitment Matters



CELEBRATE WITH US >

# **Overseas Recruitment**

We present you unmatched manpower and staffing solutions from Sri Lanka, a unique employment agency. We are adept in understanding your needs to which our recruitment strategies are customized to offer you a personalized service.

### An award winning Foreign Employment Agency from Sri Lanka

We work towards engaging, spotting and discovering talents that's going to take your business to the next level, the people who are going to make significant contributions to your organization in terms of growth, culture and reliability.

Customized recruitment strategies of ours has hugely contributed towards many successful recruitment campaigns of our clients. We believe that our clients differs from each other in their respective sector, industry, region and culture; and hence our recruitment generalists and consultants are at work to create that perfect-fit customized recruitment drive to spot right-fit people for your organization.

We source top talents from a large pool of candidates and evaluate their suitability and ability to settle in with their job as well as their competence to integrate with the company's culture and traditions, hence; minimizing the factors that may negatively affect their performance.

### You deserve the best Manpower Agency

We provide you with endless possibilities and unique, yet highly successful and effective recruitment solutions. We are professionals in eliminating guess work; we select the right person for the right position. We look for the drive, synergy and beliefs in the right people in addition to their education, skills and experience. We look for the determination to succeed in them.

"We are your talent scouts, we are going to spot the talents and present them to you. Leave the talent scouting to the professionals. We are going to provide you with endless possibilities for successful recruitment."

"At Cargo Lanka, we provide you with well evaluated and credible short-listed candidates. We make the best use of your time by presenting you with appropriate resumes and facilitating to meet best match candidates for the available position."

We have an extensive database of candidates to offer clients with endless hiring options. Our team has worked together since 1993 offering expertise knowledge, experience and communication. Innovators at our organization helps us excel in providing innovative, efficient and effective recruitment service to our clients. Our quest for innovation-led culture helps us combine our existing expertise and innovation to provide top-notch service to our clients, both domestic and overseas. Our team is continuously trained to equip themselves with the skills and knowledge to maintain an unmatched service level.

### Building relationships, not just numbers

Our aim is to build a strong mutual corporate relationship with our clients, and it is the most efficient and effective way to identify your culture; needs and we find the talent to fill the void. We look to build a long-lasting corporate relationship based on ethics, trust, and integrity. We are satisfaction led, not commission.

A professional and close-knit relationship built with our candidates assists us to identify their strengths and challenges so that we can prepare them for the next job role that suits.

### Why choose us for your recruitment needs?

You should consider working with us when you require the expertise of an experienced team of recruitment consultants, who tirelessly work and excel at sourcing candidates to deliver the capability and competency your organization needs.

OVER TWO DECADES OF PROVEN RECRUITMENT SERVICE OFFERED TO THE GULF REGION

Providing recruitment service to companies from Saudi Arabia,

United Arab Emirates, Qatar, Oman & Bahrain.

# **Innovative & Professional Team**

Recruitment is about building relationships. Our team of expert recruitment consultants take the time to get to know each of their clients. They know the local job market. They understand the sectors they work in.

Get in touch. Let's do this together.

**Our team** comprises of project coordinators, recruitment professionals, human resource professionals, industry experts and seasoned interviewers based in actual locations all over Sri Lanka.

Core strength of our team comes in the form of well disciplined, motivated, integral & experienced professionals who are specialized in talent hunt i.e. identifying and sourcing candidates from the exact companies in Sri Lanka who are engaged in similar business related to our clients.

We can fulfill your requirements and offer an effective solution with expertise knowledge from our team of industry specialists and a network of specialist contacts. These highly qualified professionals are well-trained & experienced to screen and shortlist the right candidate as per the expectations of our esteemed clients.

### **Consultants**

We work closely as a team to achieve goals. Our consultants are professionals equipped with the right skills and experience to offer unmatched personalized service. In addition, our consultants are equipped with the technical knowledge as per our clients' industry to further enhance our service delivery. We take pride in building long-lasting and valuable relationship with our clients and candidates.

Our consultants will provide you with industry insights and suggestions to add value to your human capital. We build great mutual understanding with our clients and candidates through excellent service delivery and continued interaction. We ensure you with the highest level of security in recruitment and reliability.



# **The Recruitment Process**



# **The Recruitment Process**

We have an extensive recruitment process, which is fine-tuned and continiously evolving since the year 1993 to find the very best candidates for you.

Our capability combined with expertise enables us to match the right people to the right positions based on analyzing & evaluating skills, experience and personality of the applicants.

Upon signing of staffing service agreement with the client, we consult with their Human Resource department to obtain a job description.

A set of key traits will be determined in terms of skills, experience, technical competencies and key performance indicators for the position. A job personality profile is created to provide us with personality traits to look in the candidates during the recruitment process.

Behavioral based evaluation helps us to assess the capability of the candidates in terms of their traits and adaptations that is required or useful to working situations.

The Role: We identify the traits required from the candidates for the position, in terms of skills, experience and attitude. We aim to collect as much as information available for successful placements.

The Search: The search starts immediately by sourcing candidates through on-line, print media, database, referrals and professional networks. We have the ability to source the best-fit candidates for the position.

Selection: Short-listed candidates are gone through several stages of interviews and evaluations. Our industry knowledge and information obtained from the client helps us make accurate decisions on whether the candidate is to be referred to our client.

Reference: We verify the references provided by the candidates, their work history, ability and qualification. If requested by the client, further background checks will be carried out by us.

Placement: Successful candidates are placed with our clients with a free replacement clause as per the staffing service agreement. We will liaise with the client throughout the replacement process.

We have perfected the art of sourcing, and continuously evolving with the growing influence of digital and social media to the conventional medias. We live up to the task of finding candidates that are difficult to source. We believe in an effective sourcing strategy.

Few of our sourcing & recruitment methods are:

- Candidates' database
- Online job boards
- Social Media sponsored job updates
   Candidate referral program
- Personality profiling
- Skill testing

- Headhunting & Executive Search
- Print-media advertisements
- Reference Checks
- Behavioral based interviewing
- Evaluation & interview methods: Previous-interview based evaluation

# A Socially Responsible Business Model

We work towards adding value to the community around us. Corporate Social Responsibility is a part of our organizational culture. Always working towards uplifting the standard of living of the community around us.

At Cargo Lanka, we just don't talk about Corporate Social Responsibility initiatives, we take action. CSR has been engraved into our corporate culture and values, we've been using our position to help our community and make sure our actions and operations communicate our commitment towards ethics and responsibility.

We followed the footsteps laid by our late founder Hon. Massoor Sinne Lebbe who hailed from a family with a rich history and background in Sri Lankan Politics, our founder was actively present in helping and voicing for the community around with his political achievements and struggles.

Since, we've taken a forward step in CSR intiatives and recognised for our CSR strategy which was engraved into the culture of our organization by our late founder Al-Haj Massoor Sinne Lebbe. We demonstrate the same passion and pride in our role as a socially responsible business model as we do with our core-competency of recruitment.

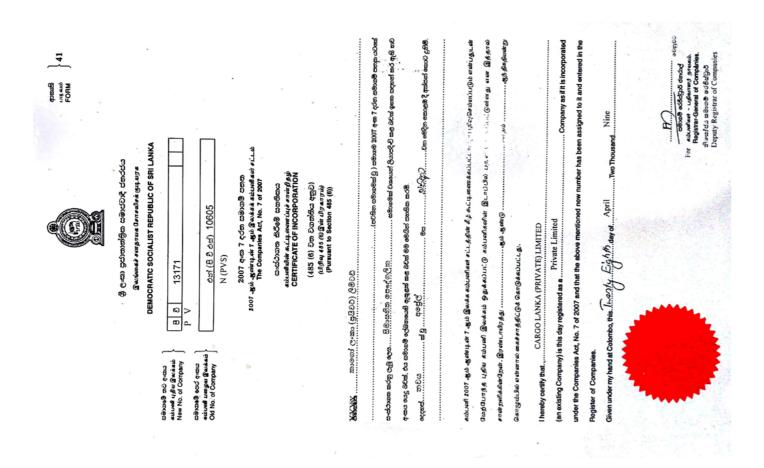
We contribute towards several non-profit organizations to help the community around us and we make our clients an active part of our CSR initiatives when it comes to giving back anything which we could afford to the community.

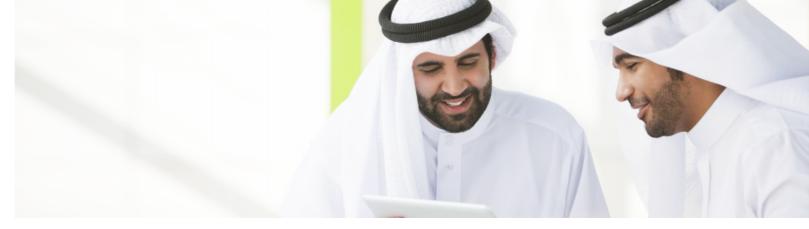
That's not the end of the corporate social responsibility side of our recruitment business model; we try to create sustainable value by offering Post Deployment services for candidates deployed by us. We look after Employees' Welfare: We believe that a motivated employee creates true value to their employers and we make sure that the families of the employees deployed by us are receiving the needful benefits and support.

Our dedicated teams of welfare officers are always there to look after the welfare of the employees deployed by us and their families. We offer Legal Advice to our deployed migrant workers when it comes to unlawful dismissals, breach of contract, premature demobilization and other unlawful actions taken by the employers. We make sure that minor issues that may arise between the employer and employee are solved by our well-trained and calm conflict management team.

# **Certificates & License**

LICENCE TO CARRY ON THE BUSINESS OF A FORI	D901 Licence No.: EIGN EMPLOYMENT AGENCY
CARGO LANKA (PVT) LTD. of (Name of Applicant)	
No.162 1/2, First Floor, Mahavidyala Mawatha,	Colombo 13 is hereby
licensed under the provisions of the Sri Lanka Bureau of Foreign En No.162 1/2, First Floor, Mahavidyala Mawatha,	
the business of a Foreign Employment Agency. This licence is not transfera from the first day of  Name of Foreign Employment Agency : CARGO LANKA (PVT) L3	April 2018
Name of person in-charge of business : Mr. Massoor Riyazath	
Amount of fee paid: Rs.Fifty Thousand Only.	
Date:	
(Not valid without seal)	K. Rewe for Chairman 6404 Ur Sri Lanka Bureau of Foreign Employment





# **Our Clients**

























































### Listed below are few of our clients spanning over 20 years of excellence:

#### KINGDOM OF SAUDI ARABIA

• Saeed R Al Zahrani Corp. (SRACO) • Al Majal Al Arabi Group • Dubaib and Sulaim Co. (DSCO) • NAPCO Compact Saudi Arabia • United Foods Co. Ltd., • Ideal Luxury Restaurants Company • Safari Co. Ltd • Initial Saudi Arabia Ltd • Kwaseb Est. for Contract • Karaker Contracting Co. • Sawaed Al-Riyadh Trading Est. • Al-Safi Danone KSA • Gulf Pallet Factory • Darcom Hospitality Services • Al Taif Company • Nabil A. Mohammad Al-Aidan Est. • Asas Universal Co. Ltd • Afras Trading and Contracting Co. • Al-Fahad Est. • Al-Masad Co. for Trading and Contracting • Al-Mas'ad co. for roads Ltd. • National Contracting Co. Ltd. • Seder Group – Trading and Contracting Co. • Zahran Oper and Maint. Co. Ltd. • Hussain H Zubaid Partner and Co. • Hussain Hassan Zubaid Contracting Est. • Saudi Fisheries Company • Orbit Catering • Khalifa Dakhil • Al-Dubaib Est. • Afla'a Al-Khaleege-Est for Contracting • Jezirah Enterprises for Trading and Indusrty • Jash Technical Services Limited • Globe Marine Services Co. • Gasar Al Nowars Est for Catering • Arcad Line – Engineering Contract • Nasir M. Al-Khaliwy Est. • AlHasm Contracting • Al-Hajri Contracting Est. • Ahmed S. Afifi Melamine Boards Factory & His Partner Ltd. Co. • Abdurrahman A. Al Atallah Exh. For Cars. • Allowzat Contracting Co. • Gadreen Operation and Maintenance Co. Ltd.,

### UNITED ARAB EMIRATES

• Wadi Adventures • Tamouh Ambitions Unlimited • ME Services L.L.C • Velocity Apparelz FZE

### STATE OF QATAR

• SNC - Lavalin • Al Rana Group • Solar Group of Companies • Solar Carpentry & Furniture W.L.L.



### **Global Recruitment Solutions**

Sri Lanka | Nepal | Bangladesh | Pakistan Phillipines | India | Indonesia





### **CONTACT INFO**

### Cargo Lanka (Private) Limited

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