



Company Profile



MANPOWER RECRUITING AGENCY

Cargo Lanka *Private Limited*

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Cargo Lanka (Private) Limited is a corporate manpower recruiting agency from Sri Lanka established in the year 1993. We have been approximately recruiting around 500-600 candidates annually for our global clients.

We bring in unparalleled experience, comprehensive capabilities across all industries and business functions.

We extensively research on the world's most successful companies and collaborate with our clients to help them become high-performance businesses when it comes to talent management.

Our **“recruitment solutions at work”** strategy builds on our expertise in manpower consulting, technology and recruitment outsourcing helping clients acquire the best employees to create a sustainable value for their customers, shareholders and stakeholders. Using our industry knowledge, service-offering expertise and technology capabilities, we identify new business and technology trends to develop innovative recruiting solutions to help our clients in managing their human talent pool.

We form extensive relationships with our corporate clients of all clients and governments to create a sustainable business environment.

Our commitment to client satisfaction strengthens and extends our relationships. For example, 23 of our top 50 clients in the fiscal year 2013 based on revenue have been clients for at least three years, and 11 have been clients for at least five years.

“Human Talent is your key capital, and managing the Human Capital has never been more complex”

You need a corporate recruitment agency with the proficiency to convert challenges into prospects. We can be

your corporate recruitment agency who could deliver established answers for your talent requirements regardless of how large or small your establishment is, or geographic limitations it may be. We will reach wherever you are!. We are your corporate recruiter who will recognize your objectives and line up talents accordingly.

Corporate Recruiting

For over 20 years we have created a reputation to deliver high performance corporate recruitment solutions. Our expertise in corporate recruitment (International & Domestic) offers personalized recruitment solutions in order to serve precisely as per your manpower requirements. Some of the key foundations for our achievements are our exclusive recruitment & selection skills and our capabilities to recognize your requirements, hunt for the correct talent, and select only the finest of all the candidates available; allowing you to focus on your corporate objectives.

Traditional recruitment is about patiently waiting for the candidates to interact with you, but we actively search for the exact talent for you. Our expertise talent acquisition team do **“Search”** for the right talent and **“Select”** the finest.

Our database of pre-screened and interviewed candidates enables us to rapidly discover dynamic and promising job seekers with the abilities you require. Our talent expert recruiters are well aware of that there is no “one-size-fits-all” resolution when it comes to finding, testing, and placing the talents.

Professional Niche Recruiting Solutions

Niche industries require niche recruitment, and we can just offer that. Across Engineering, IT, Finance and

Science industries. We have recognized the requirements of these businesses, and we have become a dynamic element of niche recruitment. Our professionals are industry experts with the awareness and commitment to find, recruit and retain the highest quality specialist talents. Our **“niche recruitment solutions”** works on connecting you with the highest quality talent available.

Temporary or Short Term Recruitment

Our temporary recruitment solutions are designed to suit to your staffing procedures and to provide high performance temporary recruitment solutions, facilitating you to equalize the talent pool to your ever changing business demands. We interact and maintain contacts across the industry among professionals and employees who prefer temporary employment offering your business with the perfect manpower.

[Know how our recruitment team will function in finding you the right candidates!](#)

How were we founded?

Everything started in the year 1993 when our founder Mr. Sinne Lebbe Massoor who was already a successful entrepreneur in haulage and cargo sector wanted to take advantage of a then rapidly growing Human Resources service providing market. Since then we have been growing in all terms with our other business operations in sea/air cargo, ticketing & tourism, gem & jewellery and the latest start-up by our Managing Director Mr.Massoor Riya was a concept boutique hotel chains to take advantage of the ever growing tourism industry in Sri Lanka.

[Get to know what our services are and to benchmark us as your potential corporate recruiters from Sri Lanka!](#)

Our international corporate recruitment services has reached new heights in Middle-East as most of our clients are located there.

If you are actively looking for a corporate recruiter from Sri Lanka, Sit back and relax, while we take care of your recruitment needs.



Our Mission is to be a leader in the Placement of Sri Lankan manpower globally.

Our Vision

We are dedicated to uphold the principles of Integrity, Quality Service, Industry, Creativity and Professionalism for our Clients, Shareholders and Stakeholders.

We seek to provide manpower services which benefits both the employer and the employee; and to be a corporate recruiter who is reliable, honest and committed.

We see ourselves as being a *premier global corporate manpower recruiting agency* from Sri Lanka. We create a bridge for the rest of the world for a borderless search and placement business model where candidates can be sourced and placed wherever the perfect employee-employer match be found globally. We recruit professionals starting from highly qualified Engineers to unskilled Labours.

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 is highly disciplined, motivated and well-coordinated team of young and 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.

With our team of industry specialists and a network of contacts, we can fulfill your requirements and provide an effective solution.

These highly qualified professionals are well trained to screen and shortlist the right candidate as per the job description given by our esteemed clients.

Our Values

Honest and Open

We will understand your recruitment needs and challenges to provide you with a customized recommendations which can be achieved by us to assist you with the recruitment process.

Approachable

We are always available and happy to answer questions you may have about recruitment and employment issues. Just ask us, because we will take the time to reply to your queries with a straightforward and up to the point.

Ethical and Fair

We focus on providing a fair service that ensures we take an ethical approach to recruitment.

Committed

We are committed to developing long-term business relationships that offers real value for our clients and deliver effective recruitment solutions for success.

Our Reputation

We are very proud of the excellent reputation we have gained through the provision of a *first class recruitment service* to both our clients and job seekers. This is the foundation of the service we provide and are committed to the continuation of this level of professionalism.

“WE ARE A SOCIALY RESPONSIBLE BUSINESS”



Caring about the community is what makes us a totally unique organization. We believe that all businesses has a duty towards helping their community.

We are proud of our corporate efforts in uplifting the standard of living of the community around us which stands as a distinct factor for us to make a difference in the Sri Lankan recruitment industry.

We followed the footsteps laid by our late founder Hon.Massoor Sinne Lebbe who hailed from a family with a rich history and philosophy in Sri Lankan Politics. Our founder was actively present in helping the community around with his political fundraising and budget allocation. It did not end up there, our CEO and current Managing Director, Mr.Massoor Riya is continuing our family tradition of being an active voice representing our community in the Sri Lankan politics.

Since the demise of our founder, we incorporated our family values and

traditions into our recruitment business model and that’s how we turned into a socially responsible organization. We are operating “Massoor Sinne Lebbe Foundation”, an organization fully active to help the community around us and we would love to hear from you when it comes to giving back anything which we could afford to our community.

And 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 supports. Our dedicated team 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.

We had transformed into a fully-fledged corporate recruiters from Sri Lanka over the past 20 years.

Our services are always at the top tier of quality and at the same time cost effective while our strengths are as outlined below:

- Effective communication and regular updates on the recruitment processes*
- Talented, experienced and hardworking team of specialist recruiters and backroom staffs*
- Modern office with state of the art facilities*
- Large network of affiliated local recruitment agencies*
- Affiliated with overseas offices located globally*
- State of the art trade testing & training facilities offered by our affiliates*
- Separate backroom teams always deployed for placement, ticketing and to manage marketing campaign*

We are one of the top rated corporate recruiters from Sri Lanka offering recruiting services to our global clients; dominantly in the Middle-Eastern region.

Solutions provided by us are as follows:

- Overseas & Domestic Corporate Recruitment
- Executive Search & Headhunting
- Recruitment Process Outsourcing (RPO)
- Contingent Workforce Outsourcing (CWO)
- Career Transition & Executive Coaching

Below are our services and the advantages you gain by working with us. Among the many strengths that distinguishes Cargo Lanka in the marketplace are our:

“Widespread industry expertise.”

“Extensive and developing service offerings.”

“Expertise in human resources solutions, recruitment and manpower outsourcing.”

“History of technology improvement and performance.”

“Dedication to the long-term development of our employees.”

“Established and veteran organizational team.”

Our Core Principles have formed the traditions and defined the qualities of our company, directing towards how we perform and judge:

“Towards the future: Creating a tradition for future leaders, taking up challenges to themselves mentally, contributing towards the development of people, and executing our obligations to all internal and external stakeholders.

“The best talent: Identifying talents and helping them develop, make them believe and work with a “can do” attitude.

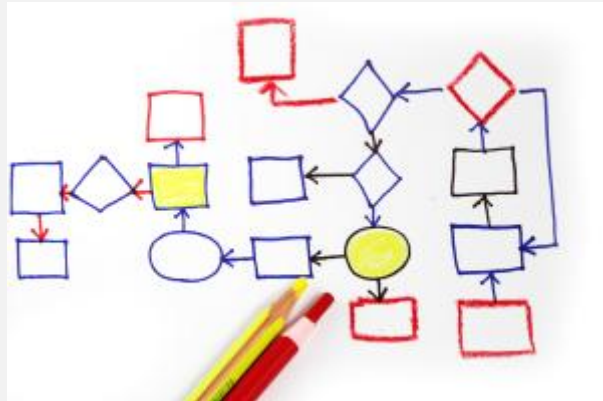
“Value creation for clients: By providing our clients with a highly satisfied corporate recruitment services, we contribute towards creating a long-term, win-win relationships and focusing on execution of excellence.

“Respect for the individual: Valuing diversity, ensuring an interesting and inclusive environment, and treating people as we would like to be treated ourselves.

“Integrity: Inspiring trust by taking responsibility, acting ethically, encouraging honest and open debate.”

By enhancing our manpower consulting and outsourcing expertise with our corporate partners and other entities, we help our clients become a high performance business when it comes to their human talent!

Recruitment Procedure



At Cargo Lanka (Pvt) Ltd., Our employees are well trained and experienced to evaluate and sort the applicants according to our clients' staffing requirements and to follow our recruitment procedures.

The first step towards recruitment will be to let us know about your staffing requirements in order to enable us to search through our database for potential candidates and advertising campaigns will be organized if relevant candidates are not found in our database. Our recruitment procedure is in line with the The Sri Lanka Bureau of Foreign Employment (SLBFE) under the Act No. 21 and amended by Act No. 4 of 1994 and Act No.56 of 2009.

The set of documents to be attested by the Chamber of commerce in the country of origin and by the Embassy of Sri Lanka located in the country of origin are:

Required set of documents.

The hiring company has courier us the original below mentioned documents attested by the Chamber of commerce and by the Embassy of Sri Lanka located in the country of hiring company.

[DEMAND LETTER](#) (click for draft sample)

[POWER OF ATTORNEY](#) (click for draft sample)

[AGREEMENT](#) (click for draft sample)

Sourcing of candidates, Screening, Interviewing & Selections.

We will search our database to find candidates as per the job description and specification provided by our clients and if we do not find adequate quality of candidates we will schedule for the job advertising campaign and then later pre-screen and filter only the relevant candidates as per our clients' requirements and later enable our clients to access the applications in order for them to schedule for an interview either through web conferencing or direct interviewing.

Trade testing and evaluation will be arranged for the relevant candidates and if needed can be evaluated in the presence of clients' evaluation team.

Once the candidates has been well evaluated, the selected candidates will be offered with the offer letter or letter of appointment.

Medical Fitness Screening & Visa Process

All selected candidates will be referred for a comprehensive medical fitness screening by certified medical Centre by the relevant country's embassy in Sri

Lanka or Sri Lanka Bureau of Foreign Employment.

Necessary documentations will be presented for the visa stamping process as per the requirements of the relevant country of hiring or the embassy.

Final Emigration Process

Candidates are required to sign the contract agreement at the Sri Lanka Bureau of Foreign Employment and later registered with the relevant authority as well as provide insurance coverings for the recruited candidates while simultaneous their travel itinerary and the hiring company will be notified of the candidates' arrival to the country of hiring.

Recruitment Cost

All costs relevant to the recruitment will be invoiced to the hiring company if to be re-reimbursed or to the candidate. The invoiced costs are Medical screening, Trade testing & evaluation, Government fee, Visa processing fee and other applicable charges relevant to the recruitment. Our service charges are always marked up on the total recruitment costs in order to provide our clients with cost minimization and to provide them a competitive edge with our low recruitment service charges compared to the industry average in Sri Lanka.

Our procedures can always be monitored and tracked by our clients and will be provided with regular updates on their recruitment. The whole recruitment process takes a maximum guaranteed period of 60 days and can be minimized to 30 days through fast tracked processes and visa processing from the day of receiving the required documents. We are always at your call with our high performance, quality and

satisfying recruiting solutions from Sri Lanka.

Video Interviewing



Recent innovations in technology has helped the recruiting industry to significantly cut costs and employers to save on recruitment expenses. We took advantage of the technological advancement to bring in a change to the whole manpower recruiting industry in Sri Lanka.

We offer our clients the option of convenience interviewing by means of video conferencing using platforms widely available just requiring a high speed internet connectivity in order to avoid any technical lags and for better video and sound quality to present our client's interviewing panel and candidates a real environment.

Video interviewing has brought in positive feedback from our existing clients and we believe that video interviewing is best effective when it comes to white collar, skilled and semi-skilled recruitment. Video interview is spearheading as a direct replacement to the traditional interviewing method while saving on interviewing costs and contributing towards reducing carbon footprints.

White Collar Recruitment



If you are looking for white collar professionals to recruit from Sri Lanka, you've just reached the right place.

We are a corporate recruiting agency with specialized headhunters and recruitment consultants who knows how to find the perfect employees for our clients.

Our proven sourcing and cost effective advertising solutions have earned us a goodwill amongst our current clients as well as we are a powerhouse to attract the right candidates with a winning attitude to stand out amongst our clients' top tier of management team and to take our clients' business to a new unexplored heights.

Skilled Recruitment



With the right corporate manpower recruiting agency you get to explore the right talents.

If you are actively looking to recruit skilled candidates from Sri Lanka, we can help you exactly do that. We filter and

sort the most relevant candidates whom we source from our database and from various sources of advertising and affiliates.

We offer our clients with high performance corporate recruiting services in finding their right talent, flexible methods of interviewing made available through innovation in technology as well as flexible direct interviewing making sure we meet our target of 2:1 candidates ratio.

Semi-Skilled Recruitment



We are a corporate recruiters who can be your most effective way of sourcing semi-skilled candidates from Sri Lanka irrespective of your business type.

We offer personalized services for our clients depending on the industry they operate. We have developed unique recruitment methods for unique business because our clients' requirements varies from each other.

When it comes to semi-skilled recruitment, we concentrate in creating a most effective and cost saving recruitment strategy as well as effective methods to source the clients and effective methods of interviewing while our high-speed HD video conferencing with no distortion has brought in excellent feedback from our existing clients which is a cost saving and an alternative method for traditional direct interviewing recruiting method.

Our Clients



“With our ever expanding, satisfied clientele and high performance corporate recruitment solutions; we help our clients become a very high valued human resources capital retention business model in their respective country and business sectors.”

Listed below are few of our clientele expanding over 20 years of excellence:

ROYAL KINGDOM OF SAUDI ARABIA

Saeed R Al Zahrani Corp. (SRACO)
Al Majal Al Arabi Group
Dubai and Sulaim Co. (DSCO)
NAPCO Compact Saudi Arabia LLC
United Foods Co. Ltd.,
Ideal Luxury Restaurants Company
Safari Co. Ltd
Initial Saudi Arabia Ltd
Kwaseb Est. for Contract
Karker Contracting Co.
Sawaed Al-Riyadh Trading Est.

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 & Contracting
Al-Mas'ad co. for roads Ltd.
National Contracting Co. Ltd.
Seder Group – Trading & 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 & Industry
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
Velocity Apparelz FZE

STATE OF QATAR

Solar Group of Companies
Solar Carpentry & Furniture W.L.L.



[“Click here to get the directions to our office”](#)

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