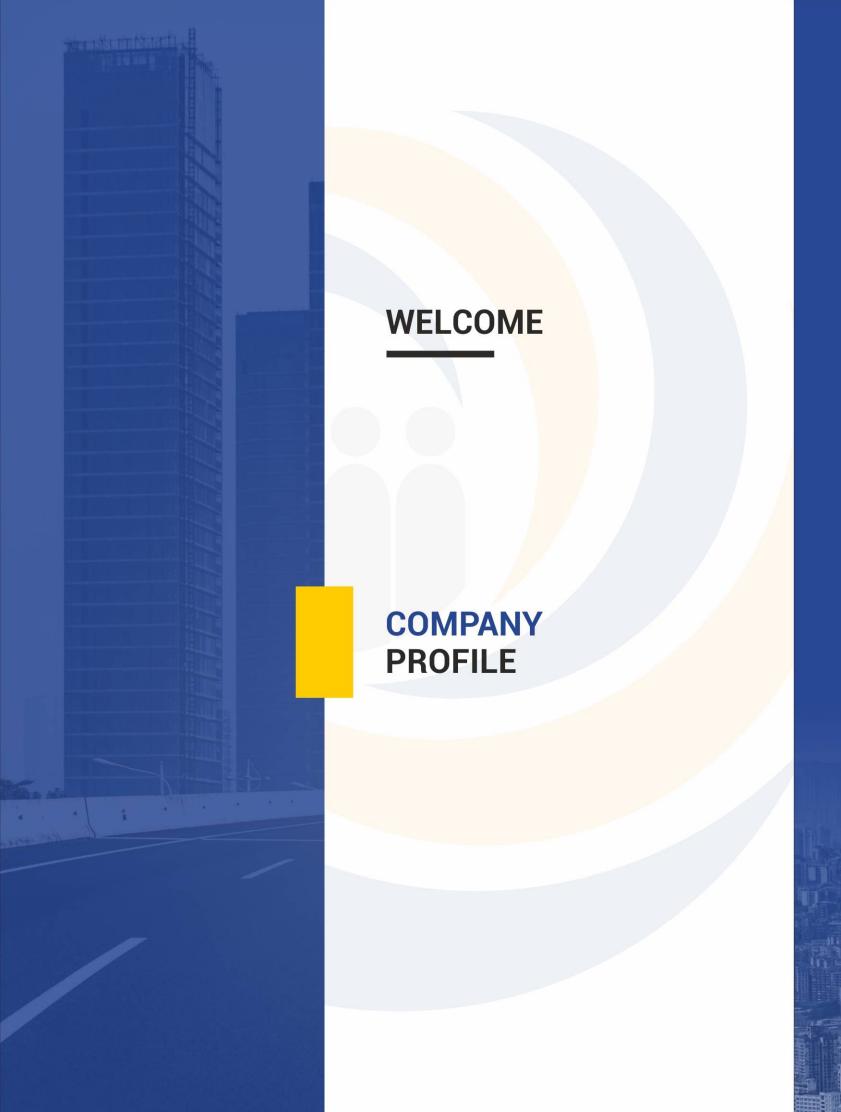


GLOBAL CAREERS MADE ACCESSIBLE



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Success is not just about finding the right talent but about fostering growth, sustainability, and creating opportunities for everyone involved. It's a journey of building meaningful relationships and lasting impact.

# MESSAGE FROM MANAGING DIRECTOR

At Raj Trade Links, we bring over a decade of unparalleled experience in recruitment and staffing, positioning ourselves as a trusted partner for top-notch HR consultancy services. With an extensive track record of success, we have earned the trust of thousands of corporations across the G.C.C. region. Our commitment lies in delivering efficient and sustainable HR solutions tailored to the ever-evolving needs of the modern employment sector.

Our specialization spans multiple facets of recruitment, from identifying the best-fit candidates to fostering digital transformation in the HR domain. By leveraging a profound understanding of industry trends and workforce dynamics, our skilled consultants meticulously evaluate candidates to ensure a seamless alignment with client requirements.

What sets us apart is our strong regional network and innovative advertising strategies, which enable us to connect with exceptional talent across diverse sectors. Whether you seek short-term staffing solutions or long-term recruitment strategies, our approach is rooted in understanding the unique needs of each client and delivering tailored solutions that drive success.

Partner with Raj Trade Links to experience a transformative approach to recruitment and staffing. Let us help you build a workforce that is not just skilled but aligned with your organizational vision and goals.

MOHAN MAHALA Managing Director, Raj Trade Links

## **ABOUT US**

Raj Trade Links, India takes pride in being a leading name in International Recruitment and Employment Services, catering to a diverse clientele that includes multinational corporations and prestigious organizations across the Middle East. With thousands of satisfied clients choosing our services, we remain committed to delivering sustainable HR solutions that not only meet but exceed expectations.

Our extensive partnerships with leading firms in GCC countries have equipped us with the expertise and experience to consistently achieve an excellent track record. We specialize in recruiting top-tier talent, ranging from management professionals and technical experts to skilled, semi-skilled, and unskilled workers, tailored to meet our clients' specific needs.

Additionally, we offer staffing solutions for temporary and permanent roles, as well as part-time or contract positions. Our expertise also extends to providing personnel for events, exhibitions, conventions, and promotions. Every candidate is carefully selected based on thorough screening, testing, and training to ensure alignment with client requirements.

At Raj Trade Links, our mission is to provide personalized Human Resource Consultancy Services that cater to the unique needs of each client. By focussing on quality, efficiency, and client satisfaction, we aim to empower businesses to achieve their goals while maintaining our commitment to excellence.





1,00,000+
CANDIATET
RECRUITERS

15+

COUNTRIES
WE SERVE

70+
CLIENTS

35+
YEARS
EXPERIENCE

## WHY US?



**OUR LEGACY** 

**TIMELINE** 

**HONEST PRICING** 

**QUALITY CANDIDATES** 

**WORLD-CLASS SERVICE** 

**REPATRIATION** 

At Raj Trade Links, we are proud to leverage India's vast and highly skilled resource pool of educated, English-speaking, and technically proficient professionals. With increasing awareness and education among the country's large population, this pool continues to grow, providing unmatched opportunities for organizations seeking top talent.

Our headquarters in Mumbai strategically places us in one of India's most connected and thriving metropolises. Mumbai serves as a gateway to India and the world, offering excellent connectivity via road, rail, ports, and airports. This makes it convenient for job seekers and employer representatives to collaborate with us seamlessly.

We utilize cutting-edge tools and systems to enhance our infrastructure. Our custom-designed ERP system ensures efficient management of routine tasks, enabling faster and smoother operations. A robust internet/intranet network facilitates seamless communication, an essential component for delivering exceptional HR solutions. Additionally, our advanced video-conferencing capabilities ensure real-time interaction between organizations and candidates, bridging distances effectively.

Our sophisticated server system maintains a dynamic database of professionals across various hierarchy levels, including top management, senior engineers, qualified professionals, skilled, semi-skilled, and highly skilled workers. These candidates come from diverse industries such as Oil & Gas, Petrochemical, Construction, Operations, Maintenance Services, Manufacturing, Production, Information Technology, Hospitality, Medical, and Trading, among others.

At Raj Trade Links, our experienced team of professional consultants, representing diverse industries, works diligently to screen, test, and shortlist candidates to meet client-specific requirements. This meticulous process ensures that we match the right talent with the right organizations, creating value and driving growth for all stakeholders.

## WHY US?





#### **OUR LEGACY**

At Raj Trade Link, we take pride in being one of the pioneers in the industry. With decades of expertise behind us, a significant portion of our success is credited to our founder's vision and decades of experience. His foresight laid the groundwork for our strong foundation, which we continue to build upon today. With the infusion of modern technology and operational upgrades under the leadership of our Managing Director, we have remained committed to ethical, transparent practices. This unwavering dedication to excellence has established us as the most experienced and respected player in the market today.



#### **TIMELINE**

Our commitment to delivering timely recruitment solutions is what sets us apart. From the moment we receive vacancy details, we work tirelessly to offer the best candidates in the shortest possible timeframe. With access to a vast pool of suitable candidates and in-house support for visa processing, emigration, and ticketing, we are able to ensure the fastest possible service. Each team — from Technical Consultants to HR, Visa, Emigration, and Departure — is dedicated to meeting strict deadlines, ensuring swift and efficient deployment.



## **HONEST PRICING**

While we are leaders in the recruitment industry, we remain firmly committed to honest pricing. Our services are designed to be accessible and transparent, ensuring long-term, trusting relationships with our clients. Despite our industry leadership, we do not charge a premium for the quality we offer. Experience our services once, and you'll see that we offer world-class solutions at highly competitive rates.



#### **QUALITY CANDIDATES AND HUGE DATABASE**

Raj Trade Link boasts one of the largest and most up-to-date candidate databases in the industry, thanks to our early adoption of technology. With over a million candidates and strategic partnerships with leading job portals like Naukri, Naukri Gulf, Monster, Shine, and Indeed, we ensure that our database is constantly refreshed with the best talent. Our reputation for successfully closing positions and delivering ideal candidates ensures that our database is both vast and current, giving us an edge over the competition.



## **WORLD-CLASS SERVICE**

Being a trailblazer in the recruitment field comes with great responsibility, and we take this very seriously. Our world-class service is a testament to the passion and dedication of our motivated team. This is reflected in our high client retention rates and repeat business, as we consistently deliver the best solutions for both clients and candidates. International clients and candidates trust us because of our dedication to excellence in service and our focus on quality at every step.



## **REPATRIATION**

We are proud to have one of the lowest repatriation records in the industry, which we attribute to our thorough candidate preparation process. By clearly explaining job requirements, workplace expectations, and cultural norms, we ensure candidates are well-prepared for success. We provide orientation videos, written agreements, and maintain meticulous records, ensuring candidates complete their contractual terms without disruption. Our proactive approach ensures minimal risk to our clients and smooth transitions for both employers and employees.



## **OUR TEAM**



## **MANAGERS**

At Raj Trade Link, each core function is managed by a highly skilled and experienced manager. These individuals possess deep knowledge of their respective functions and have an outstanding track record of managing teams and operations. With years of experience in the overseas recruitment industry, our managers ensure that every aspect of our services runs smoothly and efficiently, providing our clients with the best possible solutions.

#### HR TEAMS

As HR consultants, our HR team is carefully structured to align with Raj Trade Link's values and culture. This understanding helps us retain the best talent in the industry. Our HR team plays a crucial role in nurturing a work culture that promotes innovation, collaboration, and retention of top-tier candidates. For each client, we assign a dedicated HR team consisting of a team leader and two specialists who work closely with the client, ensuring tailored and effective solutions. With 8-10 specialized teams, we ensure that each client receives focused attention and support.

## **MARKETING & BUSINESS DEVELOPMENT TEAM**

The Marketing and Business Development Team is instrumental in driving communication with our current clients and reaching new prospects. They oversee the business development and marketing strategies, working to build strong, long-term relationships with clients. This dual role ensures that we consistently generate new leads and maintain ongoing business with our established clients. The team also collaborates with our international representatives in the Gulf region to extend our services and expand our network.

## **TECHNICAL CONSULTANTS**

Raj Trade Link is renowned for its precision in providing candidates who are the perfect fit for our clients' needs. Our Technical Consultants bring over 20 years of industry experience, and they thoroughly understand each recruitment brief. They search our extensive database of candidates, shortlisting those who best match the job description. After conducting preliminary checks, they pass the shortlist to our HR team for further evaluation. Only after the HR team verifies the candidate's suitability and availability do we forward the details to the client for final selection.

## **OUR TEAM**



### **ACCOUNTS & FINANCE**

The Accounts & Finance department at Raj Trade Link plays a crucial role in ensuring that the organizational processes run smoothly and efficiently. Thanks to this dedicated team, we maintain clear and transparent financial operations, which has fostered trust and understanding with both our clients and candidates. We pride ourselves on never having encountered any significant misunderstandings in financial dealings. Whether it's handling payments, generating invoices, or preparing bank guarantees, we ensure that all financial processes are executed with the utmost precision. This commitment to clarity and accuracy ensures that our service vendors and partners rarely face any issues when it comes to financial transactions.

## PROCESSING TEAM (VISA, EMIGRATION, AND DEPLOYMENT)

At Raj Trade Link, we handle a large number of candidate profiles for various recruitment needs, particularly for Gulf countries. Our specialized processing team is expertly equipped to handle these candidates' documentation and deployment in a timely and efficient manner.

We have a dedicated visa team consisting of highly experienced professionals with technical expertise in visa stamping for various Gulf countries, including Saudi Arabia, Kuwait, and others. This team ensures that the visa process is completed smoothly and efficiently for all candidates.

In addition to visa processing, our emigration team is among the most knowledgeable in the industry, with vast experience in handling the emigration procedures for candidates going abroad. They are well-versed in the specific regulations and paperwork required for different countries, ensuring compliance and smooth transitions.

Finally, our departure team plays a pivotal role in ensuring that every candidate is prepared for international assignments. They provide guidance on cultural nuances, rules and regulations of the destination country, and any other essential information, ensuring candidates are fully prepared.

Together, our visa, emigration, and departure teams work seamlessly to minimize delays and ensure candidates are ready to embark on their international journeys swiftly and efficiently. This coordinated approach results in a win-win situation for all stakeholders involved.



### IT & SERVER MANAGEMENT

Our cutting-edge systems and processes are supported by state-of-the-art servers that ensure smooth and uninterrupted operations. The IT team at Raj Trade Link is responsible for monitoring and managing all system resources, ensuring optimal performance and security. The team is dedicated to traffic management, data storage, and the overall assessment of system health. By proactively identifying and resolving potential issues before they become significant threats, the IT department ensures that our operations run smoothly at all times. Our servers are equipped to handle the demands of our growing business, enabling us to provide fast and reliable services to our clients and candidates.

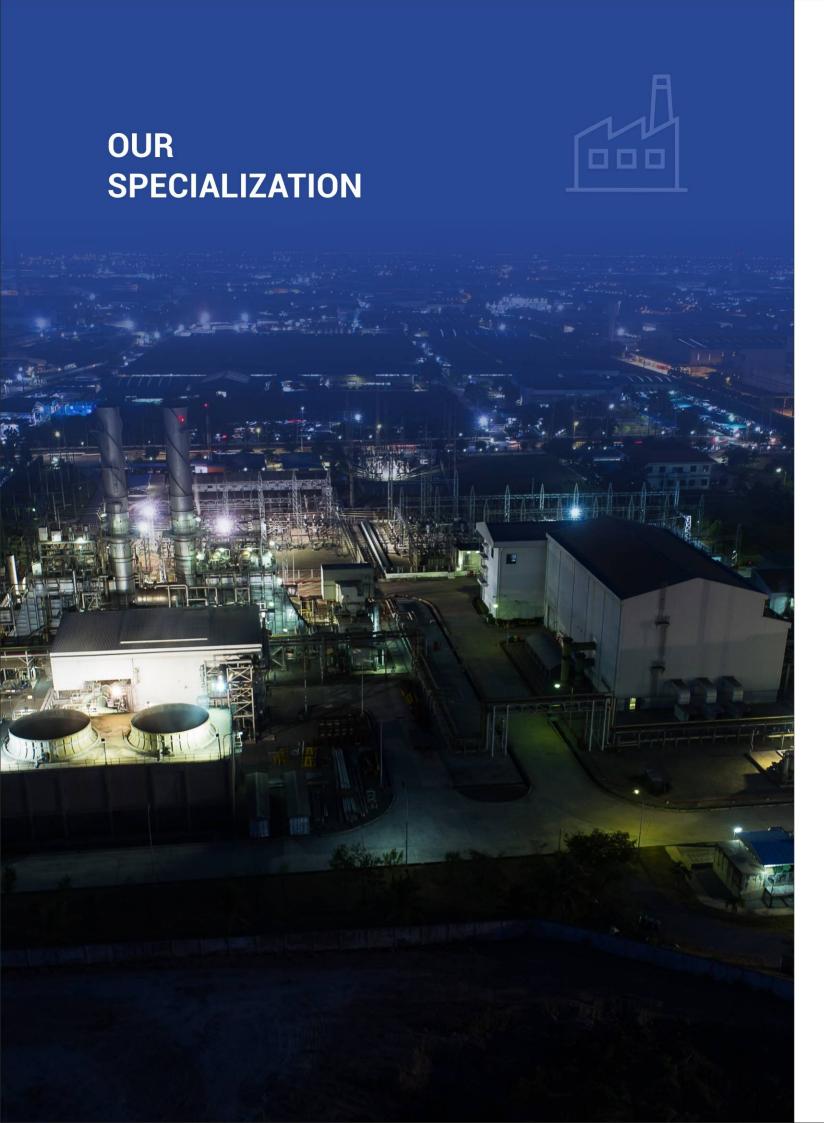
## **FRONT DESK**

The Front Desk team at Raj Trade Link is committed to providing an exceptional visitor experience. Our reception staff is expertly trained to direct inquiries to the appropriate personnel swiftly, reducing wait times and improving overall satisfaction. Whether clients reach out to us by phone, email, or in person, the Front Desk team ensures they are greeted with a warm welcome and made to feel comfortable at every touchpoint. The team is dedicated to making the process as smooth and efficient as possible, ensuring that visitors' needs are addressed promptly.

### **INTERNATIONAL REPRESENTATIVES**

Raj Trade Link takes pride in having one of the strongest networks of international representatives in the Gulf region. These representatives are our direct link to the client and candidate markets in their respective countries. They meet with clients personally to understand their requirements and resolve any candidate-related issues that may arise.

Our international representatives are thoroughly trained to address all client requirements and ensure that every recruitment process is executed to the highest standards. They uphold the best-in-class recruitment practices that Raj Trade Link has established over many years, ensuring that our clients receive top-notch service regardless of their location. This network of trusted representatives plays a key role in the continued success and growth of our business, as they help bridge the gap between international clients and candidates in a seamless, efficient manner.



Raj Trade links is committed to delivering exceptional service, recognized globally for sourcing top talent from Asian countries tailored to client needs. Our dedicated management team is available round-the-clock to address concerns and provide optimal HR solutions. We prioritize both our time and our clients' time, ensuring a streamlined and efficient recruitment process.

## We specialize in providing recruitment services to the following industries:



Civil and MEP (Mechanical, Electrical and Plumbing)



Commercial and Retail



Engineering and Project Management



Facility Management



Healthcare



Hospitality



Interior Décor and Finishing



IT and Telecom



Manufacturing



Oil and Gas



Transportation

## OUR VISION & MISSION







## **OUR VISION**

At Raj Trade Links, our vision is to be the leading resource for high-quality manpower across India, Middle East—including Dubai, Saudi Arabia, and other Gulf countries. We strive to be recognized and trusted by both job seekers and employers worldwide for our ethical, transparent, and reliable recruitment processes.

As a leading recruitment company in Rajasthan, Raj Trade Links is dedicated to providing sustainable HR solutions that not only support businesses worldwide but also empower individuals to achieve their career aspirations. Our long-standing commitment to excellence makes us a trusted partner for both employers and job seekers.



## **OUR MISSION**

Our mission is to build a global platform that connects top talent with prestigious organizations, creating mutually beneficial opportunities worldwide. We strive to bridge the gap between employers in the Middle East—including Dubai, Saudi Arabia, and other Gulf countries—and skilled professionals from India and beyond. To achieve this, we are dedicated to offering tailored, cost-effective HR solutions that empower businesses to maintain a competitive edge. By deeply understanding the skills, aspirations, and goals of candidates, we ensure they find rewarding positions that align with their career ambitions.

In our pursuit of excellence, we ensure that we offer customized and cost-efficient solutions designed to enhance the competitiveness of organizations across the globe. Our approach helps businesses not only stay ahead but thrive in their industries.

Additionally, we believe in the power of the right talent. By taking the time to comprehend both the skills and career goals of individuals, we are able to match them with the perfect job opportunities, helping them find fulfilling roles that align with their personal aspirations.



OUR CORE VALUES



At Raj Trade Link, excellence is the foundation of everything we do, supported by these four robust pillars:

## INTEGRITY

Integrity is the cornerstone of our organization. Every team member is held accountable for their actions and decisions and is expected to uphold the highest standards of ethical behavior when dealing with clients and candidates alike. We ensure honesty, transparency, consistency, and impartiality in all our recruitment processes, empowering us to deliver services with credibility and trust.

### QUALITY

Guided by our ethos, "At the Heart of Quality Recruitment," we are committed to delivering excellence through high-quality recruitment solutions. Our rigorous shortlisting and candidate vetting processes ensure that clients receive top-notch candidates who meet their precise requirements. This allows us to help clients close positions promptly, cost-effectively, and with minimal effort.

#### **INNOVATION & IMPROVEMENT**

At Raj Trade Link, we continuously embrace innovation and improvement as core values. We encourage creativity in our search for talent and offer customized recruitment solutions tailored to the unique needs of our clients. By embracing change, we remain at the forefront of the recruitment industry, consistently refining our processes to achieve better results and higher performance.

### **PARTNERSHIP**

We recognize the pivotal role that human resources play in building successful organizations. That's why we act as partners to our clients, providing them with highly skilled candidates who align with their organizational goals. By forming strong, collaborative partnerships, we deliver timely, cost-effective recruitment solutions, helping our clients achieve success through the right talent.

At Raj Trade Link, these principles drive us to deliver unmatched recruitment services, fostering lasting relationships with our clients and candidates alike.

## **OUR PRESENCE**



We take pride in our extensive international presence and unwavering commitment to connecting talent with opportunities. With a strong foothold in the UAE and Dubai, we have successfully partnered with leading organizations. We facilitate recruitment services in Nepal and Bangladesh, bridging borders to connect skilled professionals with the right opportunities.

- KUWAIT
- MALDIVES

- BAHRAIN
- MALAYSIA

OMAN

SINGAPORE

QATAR

- BANGLADESH
- SAUDI ARABIA
- NEPAL

UAE

INDIA

# Strategic Presence and Recruitment Excellence at Raj Trade Links

Raj Trade Links is headquartered in Rajasthan, India, with a Branch Office in Delhi, offering seamless access to a vast and diverse talent pool across the country. With an expansive presence in metro cities, Tier 2 and Tier 3 cities, and small towns, we have established a robust network of offices and recruitment associates to deliver tailored manpower solutions that meet our clients' unique requirements.

Our modern interviewing facilities, advanced trade test centres, efficient test administration mechanisms, and a team of highly qualified professionals enable us to conduct regular and successful recruitment drives across these locations. Backed by cutting-edge infrastructure, we are equipped to manage recruitment campaigns of any scale with precision, speed, and excellence, ensuring our clients' objectives are met efficiently.

In addition to our strong domestic presence, we extend our services globally by collaborating with strategic partners in other countries. This international outreach allows us to bridge borders and provide a competitive edge in recruitment, enabling swift fulfilment of manpower needs and ensuring that the right talent is placed in the right roles at the right time

At Raj Trade Links, our strategic vision, operational expertise, and unwavering commitment to quality set us apart in the recruitment industry. We connect opportunities with the right talent, fostering growth and success across borders.





## **OUR CLIENTS**

Our relationships with our global clients are our greatest asset and a cornerstone of our success. We value the trust and partnership we have cultivated with renowned organizations across industries and borders. We pride ourselves on being a trusted partner for recruiters, providing versatile talent tailored to meet their unique needs.



























## OUR VIRTUAL REACH





Raj Trade Links stands at the forefront of innovation in the recruitment industry, leveraging technology to provide seamless and efficient services. Our advanced ERP system revolutionizes the recruitment process, ensuring transparency, speed, and ease of access for all stakeholders.

Our portal, is designed to be user-friendly, offering unmatched functionality, intuitive navigation, and quick access to essential features. Candidates can easily register their CVs, select their desired industry, location, and profile, and update their resumes at their convenience. With 24x7 access to their accounts, candidates have the opportunity to maximize their visibility and secure their ideal job placements.

For our clients, the portal provides easy access to a comprehensive database of potential candidates, systematically categorized by qualifications and experience. This streamlined system accelerates the short-listing process, saving valuable time and effort.

When a client submits a new request, our team delves into this meticulously maintained talent pool. We conduct thorough preliminary interviews—whether by telephone, in-person, or via other resources—and only forward candidates who meet the required criteria for client review.

The systematically designed and highly accessible features of our website benefit all stakeholders, including clients, candidates, HR teams, and senior technical consultants. At Raj Trade Links, we prioritize efficiency, ensuring that connecting the right talent with the right opportunity is as seamless as possible.



# OUR RECRUITMENT PROCESS



# Recruitment Excellence at Raj Trade Links

At Raj Trade Links, our recruitment process stands out for its flexibility, confidentiality, commitment, and pursuit of excellence. Our recruitment consultants are highly skilled professionals, each specializing in key functional areas. They manage and facilitate the entire recruitment process, from identifying manpower requirements to successfully placing the ideal candidates.

The key stages of our recruitment process are as follows:

#### **BRIEFING**

A comprehensive briefing is the foundation of our recruitment strategy. We take the time to engage with our clients to gain a deep understanding of their organization's goals, culture, and specific hiring needs. This helps us create a detailed job profile and develop a tailored recruitment strategy. During this phase, we organize the recruitment schedule, conduct indepth research, and map out a strategy to source the best candidates for the position.

- Receive manpower requirements and job descriptions from the client company.
- Establish the recruitment strategy in collaboration with the client.

## **SEARCH AND ANALYSIS**

We leverage our extensive network, including our proprietary database and key industry portals, to search for and headhunt the right professionals. Our talent pool includes candidates across various industries, such as oil & gas, petrochemical, construction, maintenance services, manufacturing, information technology, hospitality, medical, and trading, among others. We focus on identifying top management, senior professionals, skilled workers, and general workforce profiles that align with our clients' needs.

At Raj Trade Links, we are committed to providing efficient, high-quality recruitment services that connect the right talent with the right opportunities.

# OUR RECRUITMENT PROCESS



At Raj Trade Links, we go beyond simply connecting clients with candidates. We offer a holistic recruitment and relocation support service that ensures a seamless transition for both candidates and clients. Our process includes thorough background checks, verification, and all the necessary arrangements to ensure the candidate is fully prepared for their new role abroad.

## **Key Stages of Our Support Process:**

#### **BACKGROUND CHECKS AND VERIFICATION:**

We conduct detailed background checks and verify references to ensure that the candidates meet the required standards. If requested by the client, we provide all the necessary documentation to ensure transparency and trust.

### **MEDICAL CLEARANCE AND TESTS:**

We confirm medical clearance with the designated medical facilities, including GAMCA medical centers, ensuring that the candidate is fit for work. In cases of re-medical tests, we ensure compliance with GAMCA rules and regulations.

## **VISA AND EMIGRATION FORMALITIES:**

We handle the entire visa application process, ensuring that all required documents are submitted. We also take care of emigration formalities, ensuring that the candidate is ready to move to their new destination. Additionally, we arrange for the necessary insurance policies for the candidate.

#### PERSONAL EFFECTS AND TRAVEL:

If required, we assist candidates with shipping their personal belongings and ensure that all travel documents are complete. We also arrange flight tickets for the candidates and their family members, if they are granted family status, and provide flight details to the client 3-4 days before the departure.

#### PRE-DEPARTURE TRAINING AND ORIENTATION:

To ensure that candidates are well-prepared, we arrange One-Day Pre-Departure Orientation Training in collaboration with the Ministry of External Affairs (Government of India). This orientation covers key contractual terms and conditions, rules & regulations, the culture of the client's organization, and the country they will be traveling to. We provide detailed video recordings of this session for each candidate.

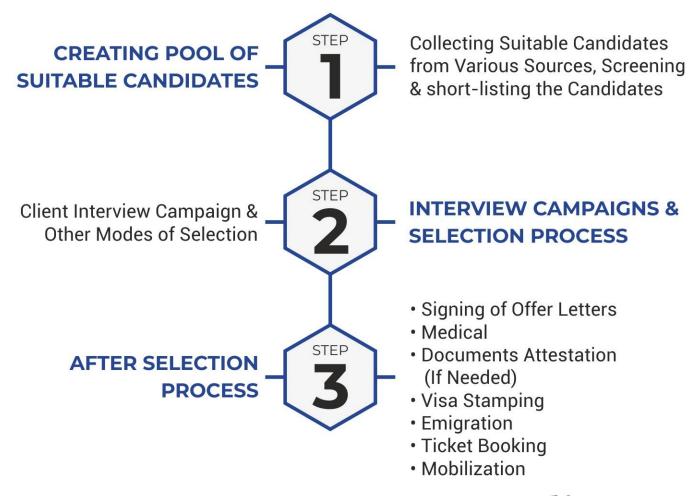
## **Departure Assistance:**

At the time of departure, we assist new recruits and their dependents at the airport, ensuring smooth travel and a positive start to their new journey.

Our all-inclusive approach to recruitment and relocation ensures that both clients and candidates experience a seamless, efficient, and supportive process. This attention to detail and personalized service sets Raj Trade Links apart, ensuring mutually beneficial placements and long-term success.

## **FLOW CHART**

## RECEIPT OF CLIENT REQUIREMENTS



14

# INDUSTRIES WE SERVE



With extensive experience and a proven track record, Raj Trade Links has consistently provided exceptional recruitment services, earning the trust of our clients across various sectors. Over the years, we have honed our expertise in sourcing and placing top-tier talent, ensuring that businesses receive the workforce they need to succeed.

Our vast network, coupled with a deep understanding of industry-specific hiring needs, enables us to cater to a diverse range of sectors worldwide. This global reach allows us to match the right talent with the right opportunities, ensuring that our clients receive candidates who not only meet the job requirements but also align with the organization's culture and values.

As we continue to expand, we have built a robust team of skilled professionals dedicated to delivering recruitment solutions tailored to each industry's unique needs. Our recruitment experts monitor development and innovation trends regularly, keeping a close watch on how these changes impact human resource requirements. This proactive approach ensures that we remain at the forefront of the recruitment industry, consistently meeting the evolving needs of our clients.

At Raj Trade Links, we have established ourselves as a trusted partner in recruitment, providing businesses with reliable, high-quality talent to help them thrive.

### We specialize in providing recruitment services to the following industries:



Civil and MEP (Mechanical, Electrical and Plumbing)



Commercial and Retail



Engineering and
Project Management



Facility Management



Healthcare



Hospitality



Interior Décor and Finishing



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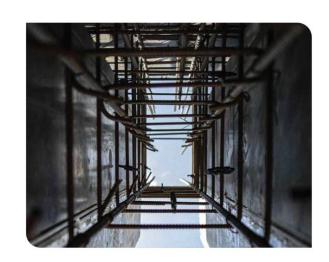
Oil and Gas



Transportation

## **PHOTO GALLERY**

























## **PHOTO GALLERY**

























## **CONTACT US**



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