



**RED GREEN CENTER**

HUMAN RESOURCE PLACEMENT & MANPOWER EXPORTER

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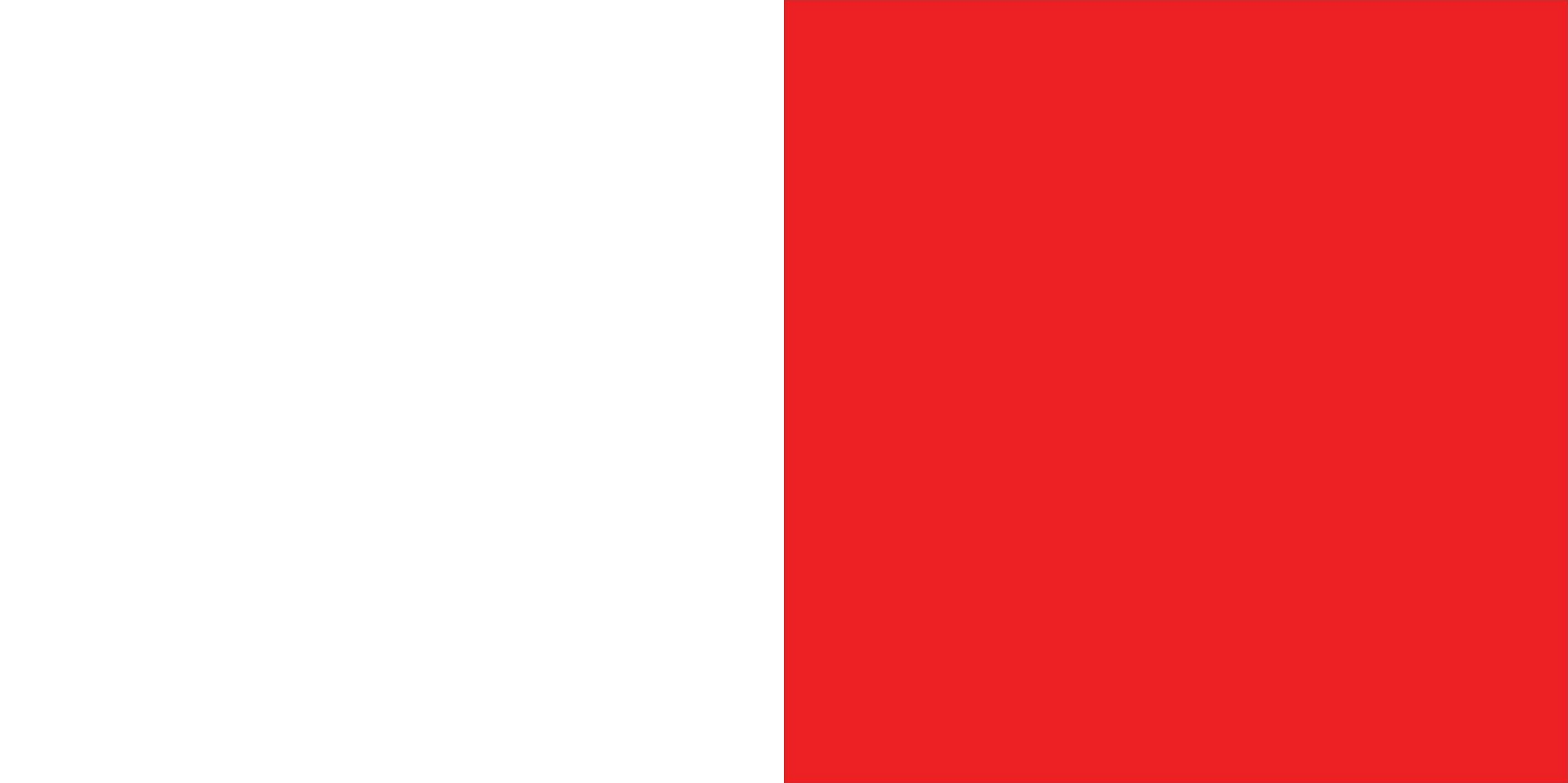




**RED GREEN CENTER**

HUMAN RESOURCE PLACEMENT & MANPOWER EXPORTER

**RED GREEN CENTER** is the sister concern of leading business group **PROGRESS GROUP**. We are in the field of Construction, Tourism, Architecture consultancy, Manpower export, Human resource placement. IT and Tourism business for the last 27 years. Founded by Arc. Mohammad Al-Amin a graduate in Architecture from Bangladesh University of Engineering and Technology (BUET). **RED GREEN CENTER**, Govt Recruiting license no: RL 2006



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## CEO MESSAGE

**RED GREEN CENTER** having license from the government of the people republic of Bangladesh for the purpose to handle manpower demand with commercial zeal & spirit according to the demand of recruiting market. The company's main objective is not only efficient recruitment and supply but also to prepare its talented and skillful Bangladeshi personnel for overseas markets by proper training. Our philosophy, from the beginning has been to offer our valuable clients qualified and experience personnel within their profession and satisfying those needs has the key to RED GREEN CENTER Enterprise success. With this in view, we are now one of the well-known reputed and leading recruiting agencies in Bangladesh. We believe that a quality service will ensure a lasting and mutually satisfactory relationship between you and us. We are proud to be associated with the development of many countries including K.S.A, Malaysia, U.A.E, Singapore, Brunei Darussalam, Lebanon, Kuwait, Iraq, Libya, Jordan, Poland, Kosovo, Serbia, Montenegro, Germany, South Korea, Romania, Fiji, Mauritius, Maldives, Bahrain, Oman & Qatar. Our mission is still on and our vision to be a successful service-oriented company globally to gain profitability by delighting clients and achieving undisputed leadership in manpower recruitment industry. We look forward to a successful partnership with your esteemed company in the field of Manpower recruitment. Please accept our assurance of highest cooperation all the time.

The organization & Experienced also devoted that give you total solution of Manpower Recruitment. We are delighted to present this information Brochure/Company Profile to you for taking a view of our success achieved in the past decade. This Brochure specifies about the relevant documents & recruitment process which are required for successful Manpower recruitment from Bangladesh. We hope this will help you to some extent with our overseas employees in getting acquainted with these needful aspects of recruitment. We will greatly appreciate your continued Cooperation.

**Thank you.**

**ARC. MOHAMMAD AL-AMIN**  
CEO, REDGREEN CENTER



## RED GREEN CENTER

(a sister concern of PROGRESS Group)

Bangladesh Government Recruiting License No: RL 2006

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# PROGRESS



## RED GREEN CENTER

HUMAN RESOURCE PLACEMENT & MANPOWER EXPORTER

# ABOUT US

**We** have a track record of recruiting thousands of management professionals, technical and non-technical personnel, skilled, semi-skilled and unskilled workers for clients in the Gulf and other Middle Eastern countries. Our professionals specialize in identifying Right People for the Right Job. We work in synergy with the clients to understand manpower requirements and procure best candidates with desired profiles. Leveraging on the vast industry experience and network, we are well positioned to meet the all-staffing needs within the shortest time frame.



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# DOCUMENTATION FORMALITIES



### EMPLOYMENT AGREEMENT

Mr/Est \_\_\_\_\_ Address \_\_\_\_\_  
The Employer hereinafter  
is called the First party, AND Mr. \_\_\_\_\_  
Bangladeshi as

2nd party both have agreed on the following points and undertake to implement accordingly.

1. That 1st party will pay an amount of \$ \_\_\_\_\_ to the 2nd party as his monthly salary to serve his as \_\_\_\_\_ (Designation).

1st party should provide the 2nd party with free accommodation, medical facilities and also free food. 1st party will pay Air ticket to the 2nd party for joining his duties in the \_\_\_\_\_  
(Country & City name) and back home after contracting period. Working hours will be 8 hours per day and 48 hours per week and overtime as per \_\_\_\_\_ (Employer's Country) labor laws. If the 2nd party refuses to work, then he cannot work with some other company unless the 1st party allows him to do so otherwise, he will have to go back to his country at his own expense. In case the 2nd party desired to go back to his country before the 4 expiry of his agreement then he can do so at his own expenses after the consent of the 1st party. The 1st party shall have the right to terminate the service of the 2nd party during probation period of 3 (three) months of found unsuitable and the 2nd party shall go back home at the cost of the 1st party. In case the 2nd party becomes ill or is afflicted during work and the illness is due to his job then the 1st party will bear all charges for his medical treatment so long as this agreement is valid or shall arrange to send him back to his country. If the 1st party desire to close the work of the establishment then all travel expenses for the 2nd party shall be on account of the 1st party. The 1st party shall provide a 2nd party Air ticket and back again when he is granted annual leave. The 1st party shall grant leave to the 2nd party on usual holidays. The 2nd party shall observe the local \_\_\_\_\_ (Employer's Country) laws and traditions. The period of the Agreement is \_\_\_\_\_ (no. of years) starting from signing the contract by the two parties. In case of re-contract, 2nd party will be allowed for 15 days annual leave. Each party should have one copy of this contract and if the two copies are found different than the one who made change should be punished according to the \_\_\_\_\_ (Employer's Country) laws. Regarding all other matters not covered by the above provisions, the \_\_\_\_\_ (Employer's Country) laws and standard rules of the country shall apply.

SIGNATURE OF THE 1ST PARTY \_\_\_\_\_  
SIGNATURE OF THE 2ND PARTY \_\_\_\_\_

RED GREEN CENTER



### POWER OF ATTORNEY

Your Fel: \_\_\_\_\_  
Our Ref: \_\_\_\_\_  
Date \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENT THAT, \_\_\_\_\_  
(Employer's Name/Company name, Address), [Herein after calling the EMPLOYER], do hereby nominate constitute and appoint.

M/S. RED GREEN CENTER, ROAD NO-01, PLOT-33, DHANMONDI R/A, DHAKA-1205, BANGLADESH  
License No: RL-2006 Hereinafter called the ATTORNEY], the true and lawful ATTORNEY in Bangladesh for the EMPLOYER subject to the limitations herein expressed, to do and perform any and all of the following things and acts; 01. To recruit and engage Bangladeshi nationals on behalf of the EMPLOYER as per salaries and other conditions of employment mentioned in the enclosed letter of Demand.

02. To act on behalf of the EMPLOYER in respect of such selection and travel and matters pertaining thereto including those with the protector of Emigrants, Government of Bangladesh and with the Embassy of \_\_\_\_\_ (EMPLOYER'S Country) in Bangladesh.

03. This Power of Attorney can be terminated by giving two months' notice to one part by the other on writing. This Power of Attorney shall have immediate effect and remain in force until revoked as provided above.

04. This supersedes all previous authorizations given by the EMPLOYER to any other Attorney in Bangladesh. The Power of Attorney shall remain valid till the workers arrive \_\_\_\_\_ (Employer's factory) In \_\_\_\_\_ (Employer's Country) and this Power of Attorney is non-transferrable and irrevocable.

In witness whereof the said \_\_\_\_\_  
(Employer's Name/Company name, Address, Designation),  
have executed this instrument by the hand of their duly authorized Representative on this the \_\_\_\_\_ (date) day of \_\_\_\_\_ (month) \_\_\_\_\_ (year)

RED GREEN CENTER

# TERMS & CONDITION CONCERNING PLACEMENT OF WORKFORCE

As per our Ministry of Labor rule & regulations, we required the following documents for recruitment of manpower from Bangladesh. All these documents are to be dully attested, signed and sealed by the Foreign Ministry, Chamber of Commerce and Industry of the Employer's country and Bangladesh Embassy there.









# RECRUTEMENT PROCESS



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[www.redgreencenter.com](http://www.redgreencenter.com)

## MISSION

**RED GREEN CENTER** provides best solutions to meet the needs of manpower exporting Bangladesh and the manpower importing countries around the world. From the beginning our mission is as follows: To explore market potential for a huge number of unemployed Bangladeshi youth. To find better job opportunities for skilled, semi-skilled, trained and professional Bangladeshi manpower. To enhance manpower industry for better opportunity for Bangladeshi workers. To provide best possible Bangladeshi manpower to the manpower sourcing countries. Supply of competent and disciplined youth as per the company demand. Negotiate for better positions for Bangladeshi workers in the country importing Bangladeshi workforce. To establish Bangladeshi workers as the most competent and honest workforce. Headhunting for professional manpower for outbound employment. To reduce the country's unemployment burden.



## VISION

**At RED GREEN CENTER**, there is a simple philosophy that works - Clients are not our audience, but our success partners. Our success lies in theirs. Hence, we're always in search of opportunities that make the client succeed. We, at RGC, a leading Human Resource Company, take pleasure in assisting our clients achieve their goals by providing local manpower under our sponsorship on rental as well as overseas recruitment basis. Times are changing and in this race of evolution, we have changed our corporate identity to reflect our new age goals, yet enlightened by our age-old ethics

all contribute to make us the "Topmost Promising Overseas Recruitment consultant and local manpower provider in the recruitment industry." The reason why our customers look forward to being associated with us is they know we provide them with only the right people for the required assignment, whatever the constraints. We look forward to providing our best services to your organization and building a long-lasting positive relationship



# WHY BANGLADESH FOR MANPOWER

**We** have been watching for the previous many years that there has been a spreading and increasing necessity of work force exclusively in the Middle Eastern Countries and East Asian Countries because of their rapid industrialization and national development activities. In the light of above, the employers of these countries are now switching their focus to low cost, cheap and efficient work force countries which are now naturally available in vast quantities in Bangladesh. Bangladesh is extremely rich in human resources having vast stock of exportable surplus of professionals, technicians, skilled, semi-skilled and unskilled workers.

Over the last decade Bangladesh exported a total of about 1.5 million different types of manpower to different countries around the world. The Middle East and Malaysia are the major manpower importing countries from Bangladesh. Professionals like Doctors, Engineers, Architects, Accountants, Researchers, IT professionals and Nurse are also recruited. Importing manpower from Bangladesh has many advantages such as:

- High productivity
- Discipline of the workers with obedience to their employers
- better training facilities
- Minimum flying time
- Low wages
- Cheaper transportation cost
- Almost similar food habit
- Similar cultural environment

# OUR ABILITIES

**We** have our own recruiting agency, training & testing center. We have sufficient number of expert and efficient staff for smooth & quick completion of recruitment work. We can recruit and dispatch over 300(three hundred) workers per week. We maintain cordial relationship with the ministry of labor & manpower and Bureau of manpower employment & training which control and deal with the export of manpower from Bangladesh. We can recruit all kinds of skilled, semi-skilled & un-skilled workers. Like All kind of construction workers including building, road, Oil field & Engineering personnel's, hospital & clinic personnel's, transport & heavy vehicle operators and mechanics, office personnel's, high & low voltage electrical workers, hotel and camp, cleaning & catering staff, agricultural and animal husbandry workers, mill & factory workers, fabrication workers, ship & navigation and port general workers, sales staff, bakery & restaurant cook & workers etc. We select all professional staff/workers through trade training & testing center. We ensure to recruit of right man for the right job. We will recruit manpower within 10 to 15 days after receiving all documents from the employer. We ensure speedy and merit-based manpower recruitment ever







# CLEANING MANPOWER SUPPLY



As the name suggests Cleaner Manpower terms are having several years of experience they can complete the work ahead of the deadline, our Cleaning Staff Includes  
Road Cleaner  
Resident Cleaner  
Hospital Cleaner  
Market Cleaner  
Construction Cleaner  
Watchman



## CLEANING AND MAINTENANCE WORKERS





## CIVIL MANPOWER SUPPLY

**RGC** provides large number of workers for many different companies in civil construction field. Due to the huge growth in the infrastructure sector, construction businesses operating in the country are always facing manpower shortages. We ensure the supply of skilled & unskilled labour from our large pool of workers with vast experience of servicing several civil projects in the country. In the field of Civil Construction, we provide manpower such as

**HELPER**  
**STEEL FIXER**  
**SCAFFOLDER**  
**CIVIL FOREMAN**  
**CARPENTER**  
**FLAGMAN**  
**MASON PAINTER**



## RGC MANPOWER SUPPLY

**RGC** are becoming an important part nowadays as they are growing up in a wide range in the different fields in the world. **RGC** recruit the best talents from around the world for their mechanical & Electrical manpower needs which are skilled, experienced and certified MEP manpower in the region. Whether your requirements are for a custom, one-of-a-kind industrial project, or an infrastructure venture, we make sure you have the technical workforce that can take initiative and coordinate with supervisors to initiate or troubleshoot jobs on the site. We are ready to support all your skilled RGC manpower needs.

**ELECTRICIAN** **PLUMBER**  
**WELDER** **FABRICATOR**  
**DUCTMAN** | **PIPE FITTER**  
**INSULATOR** | **TECHNICIAN**  
| **MEP FOREMAN**





# FIT OUT MANPOWER SUPPLY

We provide world-class expertise and excellent solutions throughout the sector, supplying qualified professionals and skilled fit out workers who can take care of all your detailing, fabrication, rest ration and finishing needs. we offer highly skilled and experienced manpower for all your fit out works. We are ready to support all your skilled Fit Out Works manpower needs.

SHUTTERING CARPENTER | GYPSUM CARPENTER  
FINISHING PAINTER | FINISHING CARPENTER

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ARC. MOHAMMAD AL-AMIN  
CHAIRMAN  
PROGRESS GROUP  
CEO  
RED GREEN CENTER  
MANAGING DIRECTOR  
PROGRESS HOLDING LTD



