

**PREFACE
AND
PROFILE
OF
Y&Y
SINCE 2017**



YOUSUF AND YOUNUS HUMAN RESOURCE

RL-NO: 1484



YOUSUF AND YOUNUS HUMAN RESOURCE

Message from **Proprietor**



Warm Greeting to everyone,

YOUSUF AND YOUNUS HUMAN RESOURCE has been Established as Our Recruiting agency, RL-1484 in the year 2017 which has been accredited by the Government of Peoples of Bangladesh, and has solely remained as an intergral part of our buisness philosophy by being Ethical Recruitment Agency which provides profe-ssional Services to both Clients and Candidates.

From the very inception of our buisness, we are continuously upgrading our system and processes to ensure they are ethical, efficient and professional and also committed for continual improvement.

we have been participating in the training, workshop and seminar organized by **Bangladesh Association Of Buisness Recruiting Agencies (BAIRA)**. Further implementation of due diligence standards, Tools and programs is on continuous practice.

Integrity and Realization are our fundamental principles which is the primay base for continual improvement.


Mohammed Mizanur Rahman
Proprietor



YOUSUF AND YOUNUS HUMAN RESOURCE

MOHAMMED MIZANUR RAHMAN
Proprietor

 +880 1911347121

 mizannr@yahoo.com
yousufnyounushr@gmail.com

 www.flyqicket.com



Kazi Tower(12th Floor)
86 Inner Circular (VIP) Road,
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Dhaka-1217, Bangladesh.

Hotline: 02-9348427
+880 1955 778833



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EXPRESS TRAVEL INC.





YOUSUF AND YOUNUS HUMAN RESOURCE

WHO WE ARE

4 YEARS OF EXPERINCE

Ethical and Spiritual Recuritment Agency

Yousuf and Younus Human Resources one of the prominent and pioneering human resources supplier Agency in Bangladesh since its Establishment in 2017 A.D. It's main objective is to deliver skill, semi skill and unskilled Man Power resources to our valued clients and provied employment opportunity to job seekers into the global market.



YOUSUF AND YOUNUS HUMAN RESOURCE

CODE OF ETHICS

YOUSUF AND YOUNUS HUMAN RESOURCE is an active and responsible member of eminent bodies who observe a strong code of ethics. We commit to uphold this code of Ethics and standards.

We support the principles set forth below and acknowledge that compliance with these principles is in the best interests of our candidates, employees, clients and the reputation of the search, services profession in Bangladesh.

1. Conflict of Interest
2. Confidentiality and Privacy
3. Non-Discrimination
4. Intellectual Property-Ours and Other's
5. Anti-Bribery and Corruption
6. Fair Business and Promotion Practices
7. Freely Chosen Employment
8. Anti-human Trafficking and Slavery
9. No Child Labor
10. Accuracy, Retention of Business Records and Documents
11. Compliance with Laws and Regulations





YOUSUF AND YOUNUS HUMAN RESOURCE

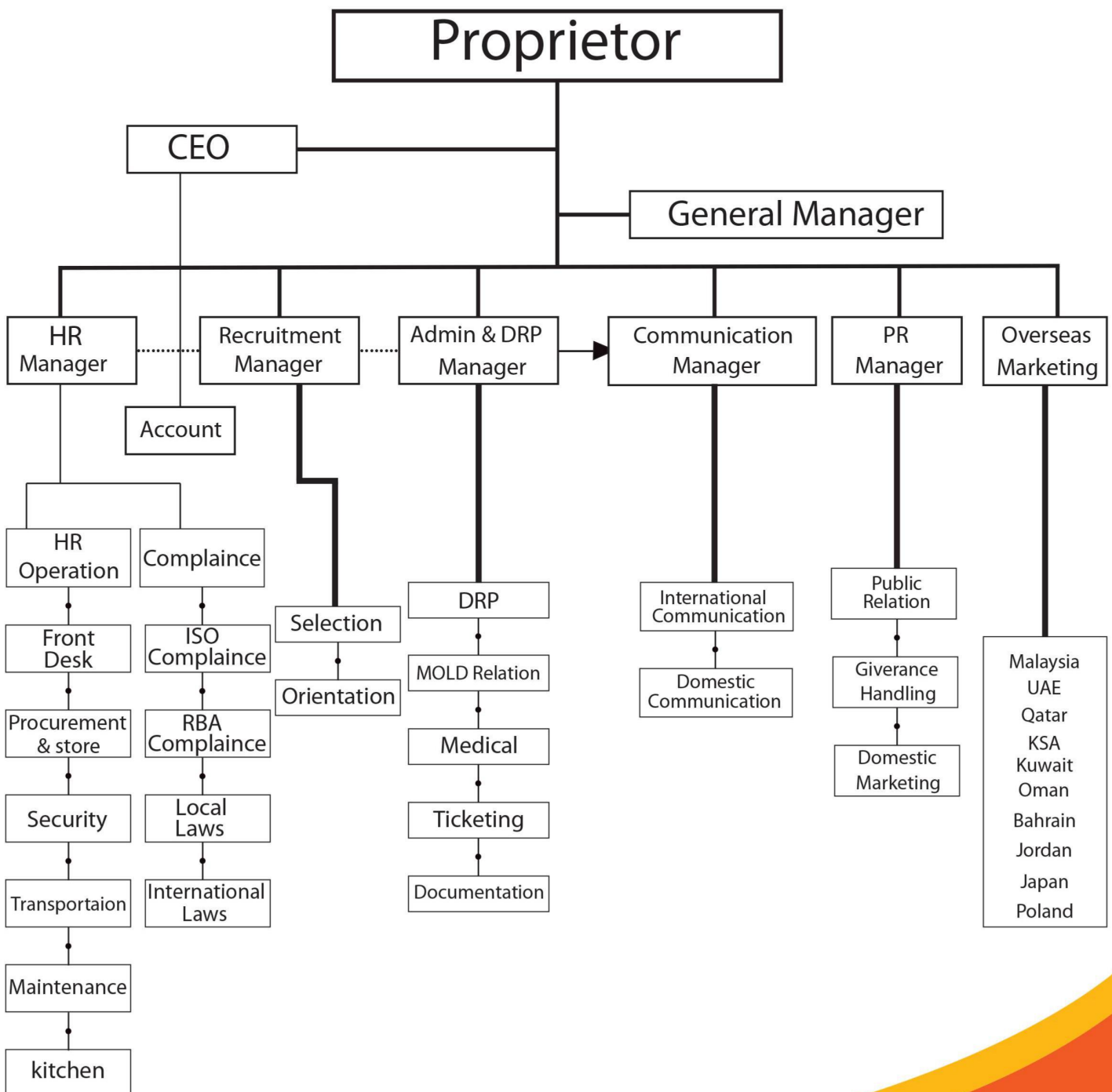
QUALITY POLICY

To Provide quality Foreign Recruiting Services by focusing the competent workforce, customer satisfaction, continual improvement and fulfilling the legal and customer requirements through the effectiveness and efficient quality management system.





ORGANIZATION STRUCTURE





WORK FORCE CATEGORY



Manufacturing
Factory Workers
Production Operator



Garment
Tailor, Cutting Master,
Stitching Master
Embroidery Worker



Agriculture
Plantation



Security
Security Guard
Security Supervisor
Security Officer



Construction
Electrician
Carpenter
Plumber
Steel Fixer
Mason
Welder
Scaffolder



Resturant/Hotels
Chef/Cook
Waiter/Waitress
Room Boy
House Keeping



Driver
Light/Heavy Driver
Construction Driver



Care Giver
House Maid



Shopping Mall
Manager
Supervisor
Sales
Cashiers
Cleaners
Merchandiser



**Health/
Hospital Sector**
Staff Nurse/Nurse
Pharmacist
Physiotherapist
lab Technician
Radiologist



Professional
Engineer
Doctors
Accountant
Chartered Accountant
Air Hostess
Manager



YOUSUF AND YOUNUS HUMAN RESOURCE

RECRUITMENT PROCESS FLOW



Pre Approval



vacancy
Announcement



Passport



Interview



Medical check-up



Visa Approval



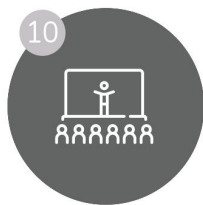
Orientation



Final Approval



Air Ticket



Pre Deprature
Orientation



Deployment

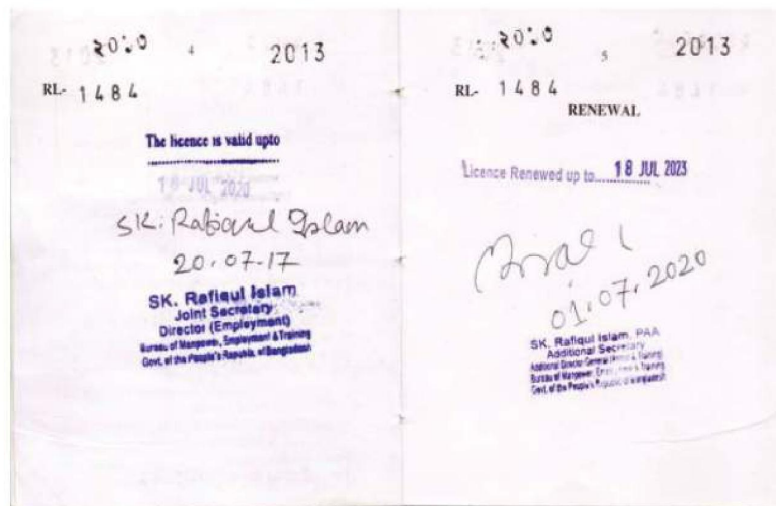
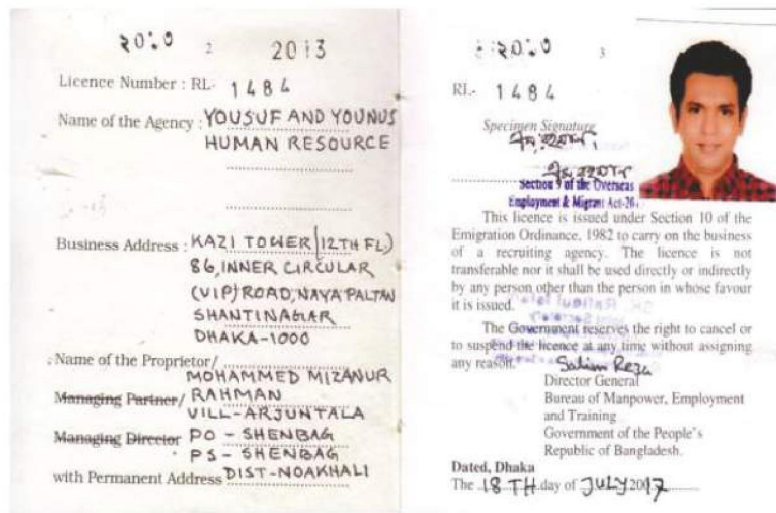


Job Placement



YOUSUF AND YOUNUS HUMAN RESOURCE

OUR CERTIFICATION





YOUSUF AND YOUNUS HUMAN RESOURCE

OUR CERTIFICATION





Recruiting Procedure for Overseas Employment

1. At First registration in BMET database.
2. Recruiting Agencies collect demand letter (Employment Letter) from Overseas (foreign) Employer and submit the demand letter at Bangladesh Embassy in the respective country.
3. Embassy will verify and attest the demand letter and send it to the Ministry of Expatriate's Welfare and Overseas Employment or Bureau of Manpower, Emigration and Training (BMET) as the case maybe.
4. The Ministry/BMET give permission R/A to select the workers.
5. Recruiting Agencies select workers and send workers to the medical center for medically fit as per criteria of the destination country (COD).
6. Recruiting Agencies send the relevant documents to the foreign employes for visa.
7. Recruiting Agencies receive work visa from foreign employer.
8. Finger print of registered medically workers at BMET.
9. Pre-departure briefing at BMET by the responsible and concerned Govt. officials.
10. Recruiting Agencies submit all necessary paper along with visa for emigration clearance.
11. Emigration clearance from BMET with SMART CARD and departure.

Individuals migration worker can also submit papers to BMET for clearance with the help of Recruiting Agencies.

Rules:

1. Overseas Employment
2. Recruiting Agent License
3. Welfare Migrants



YOUSUF AND YOUNUS HUMAN RESOURCE

OUR CERTIFICATION

ঢাকা দক্ষিণ সিটি কর্পোরেশন
www.dscc.gov.bd



ই-ট্রেড লাইসেন্স

লাইসেন্স ইস্যুর বিবরণ

ইস্যুর তারিখ : 11/07/2021
ইস্যুর সময় : 13:10:34

লাইসেন্স নং : TRAD/DSCC/212508/2019

স্থানীয় সরকার (সিটি কর্পোরেশন) আইন, ২০০৯ (২০০৯ সনের ৬০ নং আইন) এর ধারা ৮৪-তে প্রদত্ত ক্ষমতাবলে সরকার প্রণীত আদর্শ কর তফসিল, ২০১৬ এর ১০ অনুচ্ছেদ অনুযায়ী ব্যবসা, কৃতি, পেশা বা শিল্প প্রতিষ্ঠানের উপর আরোপিত কর আদায়ের লক্ষ্যে নিম্নে বর্ণিত ব্যক্তি/প্রতিষ্ঠানের আধিক্যে অত্র ট্রেড লাইসেন্সটি ইস্যু করা হলো।

| | | |
|---------------------------------------|---|--|
| ১। ব্যবসা প্রতিষ্ঠানের নাম | : | ইউসুফ এন্ড ইউনুস হিউম্যান রিসোর্স |
| ২। প্রতিষ্ঠানের মালিকের নাম | : | মোহাম্মদ মিজানুর রহমান |
| ৩। পিতা / স্বামীর নাম | : | মুজ্জ মজিবুল হক |
| ৪। মাতার নাম | : | ফাতেমা বেগম |
| ৫। ব্যবসার প্রকৃতি | : | অন্যান্য - একক |
| ৬। ব্যবসার ধরণ | : | আউট সোর্সিং জম্বল সরবরাহ প্রতিষ্ঠান |
| ৭। প্রতিষ্ঠানের ঠিকানা | : | ৮৬, শান্তিনগর, ইনার মার্কার রোড (ডি আই সি), কাজী টাওয়ার ১৩ তলা-বি, ঢাকা-১২১৭। |
| ৮। অঞ্চল / স্বাক্ষর শাখা এলাকা | : | ২ ওয়ার্ড / মার্কেট: ১৩ |
| ৯। এনআইডি/পাসপোর্ট/জন্ম নিবন্ধন নং | : | 2809072479 |
| ফোন | : | ০১৯১১৬৪৯১২১ |
| | | বিআইএন নং: - ই-মেইল: - |
| ১০। অর্থ বছর | : | ২০২১-২০২২ [নিবারণকৃত] |
| ১১। মালিকের বর্তমান ঠিকানা | : | ব্যবসা শুরু তারিখ: - |
| হোল্ডিং নং | : | ৮৬ |
| রোড নং | : | মালিকের স্থায়ী ঠিকানা |
| গ্রাম / মহল্লা | : | শান্তিনগর |
| পোস্টকোড | : | শান্তিনগর-১২১৭ |
| থানা | : | পল্টন |
| জেলা | : | ঢাকা |
| বিভাগ | : | ঢাকা |
| ১২। ট্রেড লাইসেন্স/নবায়ন ফি(বার্ষিক) | : | ৫০০০ |
| লাইসেন্স/নবায়ন ফি | : | ০ |
| সারচার্জ | : | ০ |
| আয়কর / উৎসেধক | : | ৩০০০ |
| বকেয়া () | : | ০ |
| সংশোধনী ফি | : | ০.০০ |
| | | সাইনবোর্ড কর |
| | | ড্যাট |
| | | ফর্ম ফি |
| | | সর্বমোট |
| | | ৬৪০ |
| | | ৮৪৬ |
| | | ৫০ |
| | | ৯৫০৬.০০ |

অত্র ট্রেড লাইসেন্স এর মেয়াদ ৩০ শে জুন, ২০২২ পর্যন্ত



লাইসেন্স ও বিজ্ঞাপন সুপারভাইজার

কর কর্মকর্তা



YOUSUF AND YOUNUS HUMAN RESOURCE

OUR CERTIFICATION

TASNUVA TRANSLATION CENTER
তাসনুভা অনুবাদ সেন্টার • Govt. Approved TL No. 02062723

আরবী, ইংরেজি, উর্দু, হাঙ্গারি
জার্মানী, স্পেনিশ ভাষার
অনুবাদ ও নোটারী, ডিজিটাল কার্ড
প্যাড এবং কম্পোজ করা হয়।

ADV. MD. RUHUL AMIN
NOTARY PUBLIC
GOVT. OF BANGLADESH

(Translated True Copy)
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Monogram
E-Trade License

Barcode
Date of Issue: 11/07/2021
Time of Issue: 13:10:34

Picture
License No. **TRAD/DSCC/212508/2019**

- Name of Business Institution: **YOUSUF AND YOUNUS HUMAN RESOURCE**
- Name of Institution's Owner: **MOHAMMED MIZANUR RAHMAN**
- Name of Father/Husband : **LATE MOJIBUR RAHMAN**
- Name of Mother : **FATEMA BEGUM**
- Nature of Business : **OTHER/INDIVIDUAL**
- Type of Business : **OUTSOURCING MANPOWER SUPPLIER INSTITUTION**
- Address of Business Institution: **68, Shantinagar, Inner Circular Road, (VIP) Kazi Tower, 13th Floor-B, Dhaka.**
- Zone/Market Branch : **2** Ward/Market: **13**
Area :-
- NID/Passport/Birth Certificate Registration Number: **2809072479** BIN No.
Phone : **01911347121** E-mail:
- Financial Year : **2021-2022 (Renewed)** Date of Business Starting:
- Present Address of Owner Permanent Address of Owner
Holding No. : **86** Holding No. : **86**
Road No. : Vill/Mahalla: : **Shantinagar**
Vill/Mahalla: : **Shantinagar**
Post code: : **Shantinagar-1217** Post code: : **Shantinagar-1217**
Police Station: : **Paltan** Police Station: : **Paltan**
Dist: : **Dhaka** Dist: : **Dhaka**
Division: : **Dhaka** Division: : **Dhaka**
- Trade License / Renewal Fees (Annual)
Trade License / Renewal Fees: : **5,000/-** Signboard Tax: : **640/-**
Surcharge: : **0/-** Vat: : **846/-**
Income Tax/Other Tax : **3,000/-** Form Fee : **50/-**
Arrears: : **0/-**
Correction Fee : **0.00** Total: : **9536.00/-**

The Validity of this Trade License will be remain on to till 30th June, 2022AD.

Sd/-illegible Official Seal

Attested
Adv. Md. Ruhul Amin
Notary Public Whole of Bangladesh
Advocate Dhaka Bar Association
Off. 1/B, B.I.T Avenue, Motijheel C/A,
Dhaka-1000, Bangladesh.
Mobile: 01819-838946

Sd/-illegible Official Seal
TESTED BY
MD. RAHMAN UDDIN
Proprietor (Translator)
Tasnuva Translation Center
Mob: 01571750667 / 01857701789

21 AUG 2021
১/১১, ডি.আই.টি এন্ড. রোড (হোটেল মুরানীর নীচ ভলয়, আশা ট্রেডার্স)
ফকিরাপুল মোড়, ঢাকা-১০০০। মোবাইল: ০১৯৮০ ৩৩৬৫৬৪, ০১৬৩০ ৯৮৮৮৭৬
ই-মেইল: tasnuvatranslate@gmail.com, mdibrahimc07@gmail.com

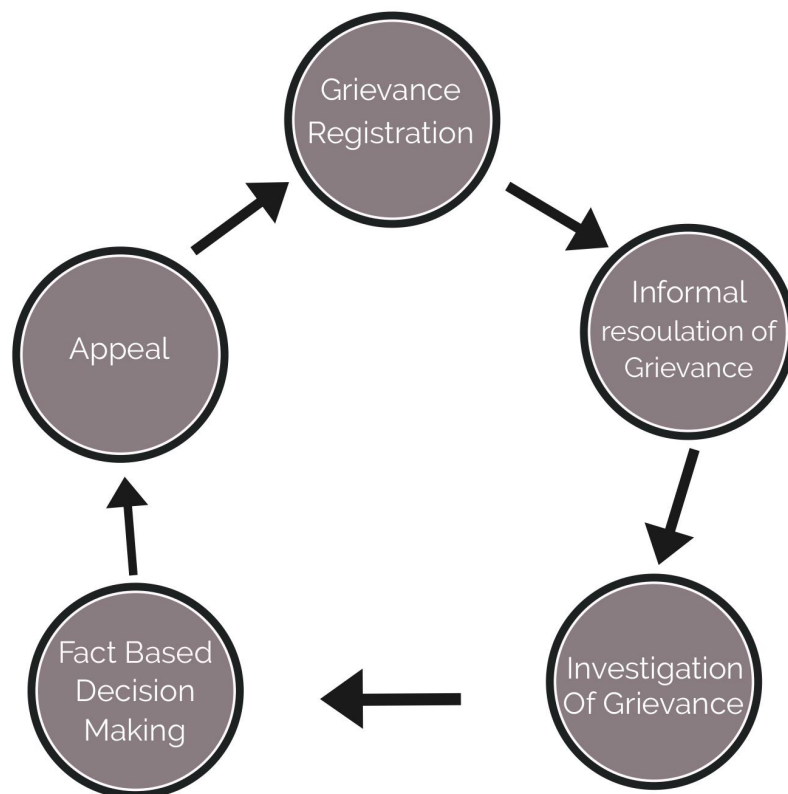


YOUSUF AND YOUNUS HUMAN RESOURCE

IN CASE OF GRIEVANCES

Dear Applicants, candidates, Workers and visitors,
If you have any query , problem, suggestion or feedback regarding our service, please write & drop in our suggestion box or call us at +88029346847. You can also email us at **grievances.yousufnyounus.hr@gmail.com**.

All the information provided will be confidential and appropriate decision will be taken as per the standard procedures referred below:





YOUSUF AND YOUNUS HUMAN RESOURCE

SUMMARY OF YOUSUF AND YOUNUS HUMAN RESOURCE

Name of the Organization

Yousuf and Younus Human Resources

Corporate Address

Kazi Tower(13th Floor)
86, Inner Circular(VIP) Road,
Naya Paltan, Shantinagar,
Dhaka-1207,Bangladesh.

Established on

2017 A.D.

Government Registration No.

RL-1484

Nature of Buisness

Foreign Recruitment Services

Contact

+88 01911 347121

+88-02-9346847

yousufnyounushr@gmail.com

Certiification

BAIRA:SI.No:1588



YOUSUF AND YOUNUS HUMAN RESOURCE

INTEGRITY AND REALIZATION ARE OUR FUNDAMENTAL PRINCIPLES



YOUSUF AND YOUNUS HUMAN RESOURCE

kazi Tower(13th Floor)

86, Inner Circular(VIP) Road,
Naya Paltan, Shantinagar,
Dhaka-1207,Bangladesh.

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