

RETAIN EXCELLENCE THROUGH THE PEOPLE



MUNSHI HR SOLUTIONS

L I M I T E D

Excellence Through People





COMPANY OVERVIEW

Munshi HR Solutions Limited, a concern of MUNSHI was established with a vision to provide world-class workforce solutions to local and multinational organizations. MHRS is a one-stop service provider for entire HR Solutions to organizations of all categories. We work with the candidates who seek Growth, Performance & Satisfaction.

MHRS thrives to be the most entrusted HR Management service provider for Recruitment, Foreign Secondment, Payroll, Manpower Outsourcing, Training & Skill Development. We offer our clients effective, efficient, and elaborate human resource management services. Our services are designed to assist your core business operations through professional partnerships and state-of-the-art Business Process Outsourcing (BPO) solutions.



VISION & MISSION

VISION: We are committed to reduce HR operational costs and increase HR efficiency by providing excellent services for local and global Organizations.

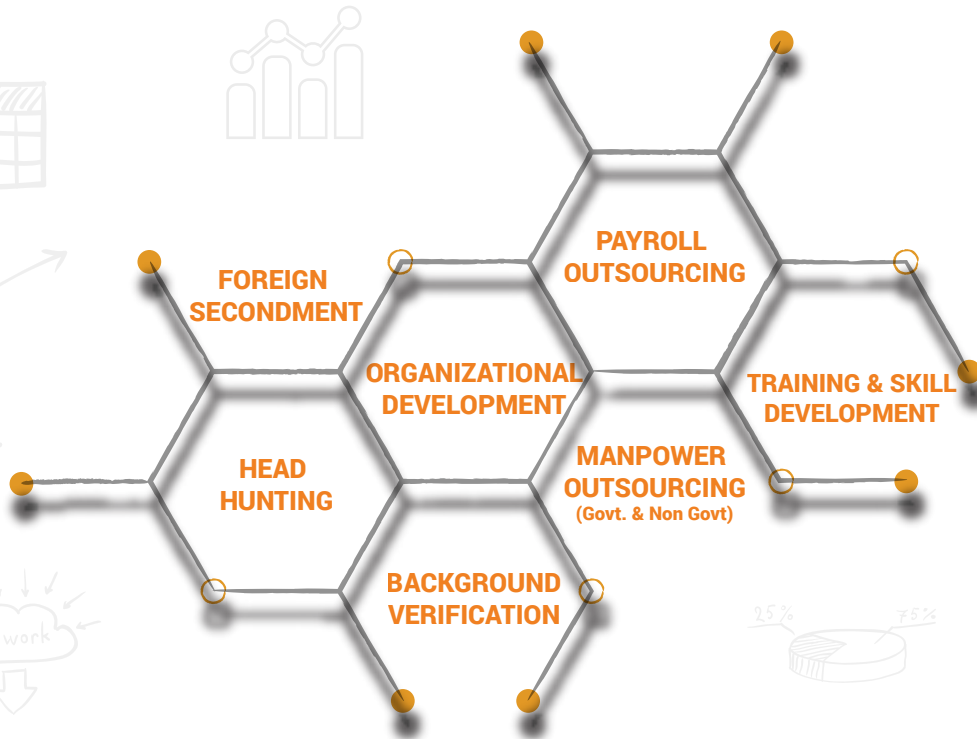
MISSION: To become the leading organization for HR services in Bangladesh for local and foreign partners with a market share of > 20%.



OUR VALUES

PEOPLE • CLIENT SATISFACTION • INTEGRITY

OUR SERVICES





MANAGEMENT



A.F.M. FAKHRUL ISLAM MUNSHI

GROUP CHAIRMAN

A.F.M. Fakhurul Islam Munshi is a self-made man. He completed his studies in economics from the University of Dhaka. During his time at Dhaka University, he participated actively in student politics. He was one of the ten student leaders during the mass movement of 1969. Later, he entered business. One of his successful business ventures is AP (Ayurvedic Pharmacy) which is a household name in Bangladesh. He re-entered the local politics in 1985 to be elected as a Member of Parliament from Debidwar (Comilla) and then the Deputy Minister of Finance of the Peoples Republic of Bangladesh. He is a member of advisory council of Bangladesh Awami League since 1997. He is also the Chairman of "Relief and Social Welfare" Central Sub-Committee and a member of Election Management Committee of Bangladesh Awami League.



RAQUIB MOHAMMAD FAKHRUL

MANAGING DIRECTOR

At MHRSL, we help you to calculate every need, find the right talent, develop the right skills, and operate flawlessly like never before. Our Human Resource Solutions and services are effectively designed, efficiently implemented, and delivered consistently; allowing you to focus on your core competency. On that regard, we don't consider you to be a mere client, but a vested strategic partner. Empower yourself to do what you do best, and we'll handle the rest.



COMMITTEE



SHAMSUN N RAHMAN

MANAGING PARTNER & CEO

Most business owners agree that the employees are their most valuable assets and yet for some, the various functions of the HR departments are too complicated and complex to maintain in-house. When you outsource your HR services to MHRS you can save time and concentrate on your core business functions.

It will increase your flexibility to meet needs such as changing business conditions, increasing orders for products and also for evolving technologies. As a result, the overall performance of your company will increase and at the same time it will reduce the cost of maintaining non-revenue generating back-office expenses.



PAVEL RAHMAN

HEAD OF OPERATIONS



COL. ISHTIAQUE ALI (RETD.)

GROUP DIRECTOR



SHEGUFTA GHANI

GROUP HEAD OF HR



ROLF de WITT HUBERTS

CONSULTANT



HEAD HUNTING

While human resource (HR) activities have turned into a part of the internal organization, the outsourcing of HR practices is a rapidly increasing phenomenon. The accelerated rate of HR outsourcing also corresponds to a sweeping change in which non-transactional activities, such as recruitment, selection, and training, are among the most outsourced HR practices.

MHRS Recruitment & Selection Services:

- CV Database
- Application Screening & Sorting
- Head Hunting
- Shortlisting Interview
- Background Verification
- Selection Process Facilitation

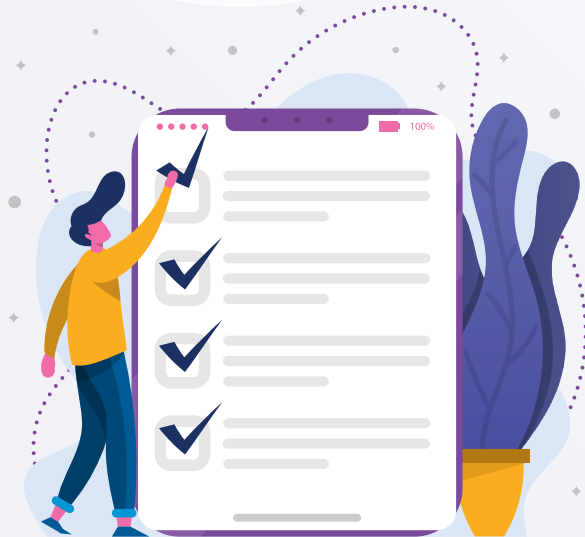




MANPOWER OUTSOURCING

All you need to do from your end is, send us the variable monthly details. From here, our operational experts will take care of all the necessary steps. The delivered services of Manpower Outsourcing are:

- Payroll Management
- HR Audit
- Benchmarking
- Research
- Survey
- Secondment Services
- Retirement Benefit Analysis
- Exit Management





FOREIGN SECONDMENT

As an international business, one of your competitive advantages is your ability to quickly and cost effectively relocate employees across borders and regions. Global mobility presents its own challenges. The fact is, HR professionals, need to deal with tax and social security, work permit and visa requirements, employment law, pension plans and compensation across multiple jurisdictions. When we recruit foreign employee for your company, we provide all of the foreign secondment services:

- All Kinds of Visa (E, E1, B, FE)
- Payroll Process
- TIN Generation
- Work Permit Process
- Tax Return Submission
- Foreigner Visa Extension
- Home Ministry Clearance
- Bank Account Management



BACKGROUND VERIFICATION

Professional pre-employment screening services are becoming increasingly more essential to employers, and a failure to carry out such background checks could result in serious disappointments and challenges for your company. When an organization hires candidates, whether full-time, part-time, permanent or contract, they will be given access to a variety of proprietary / confidential information and resources. Hence in today's world, it becomes a mandatory exercise to get thorough background check conducted for the candidate. Our background verification includes:

- Employment History Checks
- Educational Documents Verification
- Professional License Verification
- Reference Verification
- CV Validation
- Address Verification
- Civil & Criminal Checks
- ID Verification
- Credit History





TRAINING & SKILL DEVELOPMENT

In order to ensure that our employees are equipped with the right kind of skills, knowledge, and capabilities to perform their assigned tasks, training and development plays a crucial role in the growth and success of our business. Our training & personal development service includes:

- Training Needs Identification
- Training Needs Analysis
- Setting Up Training Objectives
- Designing & Implementing
- Training Program
- Feedback Collection & Evaluation



≡ **ORGANIZATIONAL DEVELOPMENT**



We are dedicated to the improvement of business. To this end, we help companies in becoming high performance workplaces by enhancing their processes, developing their people and helping to hone leadership and management skills. We are completely focused on supporting your business goals and tailor our services precisely to your needs. Whether you're a start-up, scale-up, SME or multi-national, we are confident that our team can help your company to:

- Increase Profits
- Reduce Costs
- Get the Best from Your Talent Pool
- Create Great Leaders and Managers

OUR VALUED CLIENTS



OUR CONCERNS



Health from Nature



MUNSHI ENTERPRISE LIMITED
Excellence in Manpower
License No. R/088



**MBM-Munshi
Bangladesh Limited**
The Environmental Specialist
(Technical Support from Singapore)



HABSL
HAJI AHMAD BROTHERS
SECURITIES LTD.



MUNSHI IT
services



NINA MUNSHI
Foundation

OUR CONCERNS

Ayurvedia Pharmacy (Dacca) Ltd. started its journey in 1912 with a range of Ayurvedic or herbal medicines. Gradually in the 1980s it was apparent that the introduction of food and cosmetics items were imperative to cater to the emerging needs of our consumers.



Munshi Enterprise Ltd is one of the leading Government approved overseas recruiting agencies established in 2007 we provide both skilled and unskilled workers to UAE, Bahrain, Qatar, Oman, Libya, Singapore, Iraq, Kuwait, Malaysia, Lebanon, China & Saudi Arabia.



MBM-Munshi Bangladesh Limited offers customers a complete solution in Facility Management. We provide efficient and skilled janitors with the best equipment, as well as high quality chemicals to undertake any cleaning, pest control, gardening, and support services at any time. Our team is trained to use appropriate chemicals in their correct proportions to limit wastage and thus reduce cost.



OUR CONCERNS



Haji Ahmad Brothers Securities Limited, one of the founder members of the Dhaka Stock Exchange have been established in 1956. Haji Ahmad Brothers Securities Limited is also one of the first full- service brokerage companies in Bangladesh. In addition to our expertise and achievements, we take pride in our strong commitment toward the development of Bangladesh's capital markets. With an experienced team of professional traders, we offer the best trade execution to our clients.



Nina Munshi Foundation is a voluntary, non-profitable, non-political, non-government & charitable organization mainly focusing in different humanitarian services.



Since the inception, Munshi IT has been providing quality IT Solutions to the organizations & solving their problems of aligning IT with business directions. We offer software solutions, Development & Deployment service, Technology outsourcing services.



Nur Majid Ayurvedic College is one of the best & renowned Ayurvedic Colleges in Bangladesh founded in 1980 by former minister A.F.M. Fakhru Islam Munshi. So, if you consider to obtain Government recognized practice registration to practice as an Ayurvedic physician or work as a researcher, you will need to study through a recognized college & obtain the recognized qualification. Nur Majid Ayurvedic College strongly encourages all prospective students to enroll for the glorious & prestigious life by serving the ailing humanity of the country through the ayurvedic system of medicine.



MBM-Munshi Facility Management Services



Corporate Service



Maintenance Services



Deep Cleaning Services



Disinfectant Services



MBM-Munshi Facility Management Services



Corporate Services

- Office Assistant
- Driver
- Tea-boy
- Peon
- Janitors for Regular Cleaning Services
- Receptionist
- Messenger
- Support Service in Event



Maintenance Services

- Building Manager
- CC Camera & Telephone Technician
- Lift Operator
- Electrician
- Plumber
- Carpenter
- Painter
- Swimming Pool Cleaning & Maintenance
- Caretaker
- Pet sitter
- Gardening & Landscaping



MBM-MUNSHI FACILITY MANAGEMENT SERVICES



DEEP CLEANING SERVICES

- Kitchen Hood Cleaning
- Floor Deep Cleaning
- Wooden Floor Cleaning & Polishing
- Marble Crystallization & Polishing
- Glass Cleaning (outside, in side)- Normal
- Glass Cleaning (outside, inside)- Water Spot
- High Pressure Water Jet Cleaning
- Alucobond Cleaning
- Carpet Vacuum (normal, wet & dry)
- Vertical Blind Cleaning
- Facade Cleaning
- Steel Polish
- Dusting
- Septic & Water Tank Cleaning
- Washroom Deep Cleaning
- Sofa Cleaning (fabrics, Leather)
- Chair Cleaning



DISINFECTION SERVICES

- Fumigation Disinfection Method
- Steam Disinfection Method
- Spray Disinfection Method



PEST CONTROL

- Cockroaches
- Rat
- Termite
- Bed bugs
- Mosquito
- Snake
- Fly

CLIENTS



CLIENTS

GREEN DELTA
INSURANCE

Apex

BGMEA

Community Bank
+ Trust + Security + Progress

CELESTIALTECH



NovoTel

JARWA
HOUSE



N
NITOL
INSURANCE



Sunbeams

MG

RALPH LAUREN

AG Azim Group
est. 1973

malaysia
airlines

JD WILLIAMS



ISPAHANI



EAST WEST
UNIVERSITY

ABC
SINCE 1972



nextSOURCING



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you can bank on us

S.F. Ahmed & Co.
Articled Association

ARMANA GROUP

RAHIMAFROOZ
Enriching Lives with Your Trust

Multimode
Strength by diversity

NOVOAIR
TRULY GREEN.

meena
bazar

rsa
CAPITAL

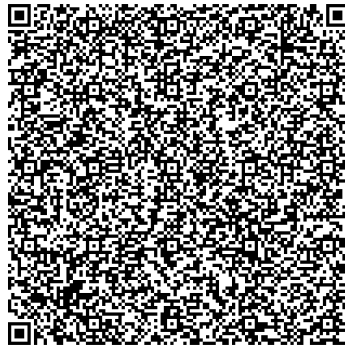
petrochem
GROUP



MUNSHI HR SOLUTIONS

L I M I T E D

Excellence Through People



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