I take immense pleasure in introducing to you MELCO Management Consultants, over thirty years old EPC Engineers Manpower Supply & Contracting Company. Over thirty years in HR Solutions provider we can manage and deliver that is the commitment. We have our associate offices on all India basis and clients especially in GCC States and here in India. We are in process of expansion in internationally especially in Gulf region to provide better manpower services to our valuable customers.

We are specialized in providing an entire spectrum of EPC Engineers Manpower Supply & Contracting for Engineering, Procurement, Construction, Maintenance and Operations Services for Oil & Gas, Petroleum, Refinery, Fertilizer, Steel, Cement, Power Generation and allied services. Now, our direct Recruitment Services have extended its recruitment services to cover Retail, Medical and Para-Medical for Health Care and Educational Services, the area which is of prime importance.

The other areas where we have been constantly demonstrating our capabilities are Information Technology, Internet Web based BPO Services, Telecommunications and Data Processing Personnel in addition to Banking, Insurance, Finance and Investment Professionals – backbone of every type of business.

Our character is to meet new challenges in providing most competent and productive manpower resources by engaging our direct Recruitment services. This challenge is met through an integrated approach, executed by a dedicated team of Senior Technical Consultants, HR Coordinators, Administrators, and Logistic Staff backed by the professional Management associated with MELCO.

Our reputation is built over 30+ years of experience and expertise in EPC Engineers Manpower Supplying & Contracting management services for industrial productivity and economic development. As personnel management consultants we have constantly demonstrated our ability to keep pace with advancing standards and techniques in today’s human resources management and consultancy services.

Lastly I would like to take this opportunity to extend my good wishes to our esteemed clients, employer & job seekers who’ve helped us reach where we can rub shoulders with the who’s who of the industry. I am also grateful to my team members because without them this feat would not have been possible. Hope you all will continue to support us in our passion to help you find talent…. and help talent find you.

The following pages describe the dedications, capabilities and services offered by MELCO and Industries we serve translating your “vision into reality” making the world more productive.

MR. MOHAMMED MOULANA
CEO & Founder
MELCO Management Consultants
India has a treasure of Human Capital of highly skilled and trained manpower, ranks third in technical, engineering and scientific excellence and stands tenth industrialized nation in the world today. The services of Engineers, Doctors, Technicians and Skilled workers from India have attracted appreciation in the developed countries and as a matter of fact many like Saudi Arabia, United Arab Emirates, Oman, Kuwait, Bahrain, Qatar, Yemen, United States, UK, Singapore and Australia are actively seeking the services of Indian Professionals. For major U.S. companies eyeing investments in India, "the biggest thing India has got going on from a multinational point of view, is tremendous reservoir of technically trained manpower", says a top official of a U.S. Technology Transfer Company.

India’s huge pool of English-speaking Engineers and Technicians have also drawn popular American Companies to tap India’s low-cost capacity to write software for exports. The millions Indian immigrants and residents in United States – one of this country’s most successful foreign-born communities – have become a major link between the two countries. Now foreign companies are planning to spend US $100 billion by the year 2020 in the high-tech industry in India – says a report in Business Week, New York.

Indians in the U.S. with their high education have an edge over other Asians in the country and have the capability to excel in everything from genes to jeans and from motels to medicines, “the Wall Street Journal” has said. The remittances made to our country by Indian Professionals working abroad continues to constitute an important part of our foreign exchange earnings.

It is reported that during the year 2015, India received US$70+ billion by way of inward remittances from our country-men working abroad and this money constituted 6.7 percent of India’s GNP (Gross National Product) and Gross Domestic Product (GDP) 7.6%.

Taking into consideration the tremendous and vast reservoir of technically trained manpower resources in India, with sole objectives of providing professional human resources management for industrial consultancy services, eradicating the un-employment in India and providing the better employment opportunities to thousands of jobseekers’ right from the labor to the top professional business executives, engineers, doctors and technicians in order to meet the growing demand of highly trained and qualified Manpower required for running and execution of various industrial projects and business houses in India and abroad.
We work with clients within the Oil and Gas Sector across the globe, providing support across all stages of concept, feed engineering, project design, construction and implementation, operation and maintenance. We work with some of the world’s largest oil and gas companies, plants, rigs and consultancies, and suppliers to the industry, as the recruitment partner of choice for many of the industry’s key players.

Power, Nuclear and Renewable Energy
We work with clients within the Electric Power Generation Sector across the globe, providing support across all stages concept, feed engineering, project design, construction and implementation, operation and maintenance. We are specialized in sourcing highly skilled candidates with relevant power sector experience. We offer a full recruitment solution to clients operating in the thermal, gas, hydro, nuclear and renewable energy sector.

Petrochemical and Chemicals
We work with clients within the Chemical & Process Sector across the globe; providing for companies working in the resources, minerals, polymers, materials, plastics, coatings and scientific sectors. We are specialized in sourcing highly skilled engineering and manufacturing professionals with experience in the chemical and process sector.

Infrastructure, Rail, Highways and Ports
We work with clients within the Infrastructure Sector across the globe, providing for companies across all levels of design, project management and construction. We are specialized in sourcing highly skilled engineering and manufacturing professionals with experience in the infrastructure sector.

Water & Waste
We recruit individuals with proven engineering expertise within the Water Industry specializing in modeling, analysis, design and project management for a range of projects and assignments. Our candidates have worked in construction companies, environmental, utilities, water treatment, desalination plants and management organizations.

Mining and Minerals
We support Mining companies looking for talent to run their global operations, to recruit roles covering mine maintenance and construction on mine sites. We provide personnel and support to compliment client resources - Mining Engineer, Metallurgist, Mine Surveyor, Exploration Geologist, Mine manager.

Over a period of time, Indian Construction workers have contributed significantly to rebuild the civil and architectural engineering infrastructure facilities in Gulf Region. MELCO is specialized to supply highly skilled manpower for a large civil and architectural engineering projects for construction management in GCC region.
EPC stands for Engineering, Procurement, Construction & is a prominent form of contracting agreement in the construction industry.

"Engineering, procurement, and construction management" (EPCM) is a common form of contracting arrangement for very large projects within the infrastructure, mining, resources and energy industries. In an EPCM arrangement, the client selects a head contractor who manages the whole project on behalf of the client. Here is where we come into the picture to provide entire spectrum engineering and technical manpower support services to Head of EPC Contractor of Client Organization. “Planning and Executing a Successful Turnaround, On-Time and on Budget”

MELCO - We are one of the Leading EPC Manpower Suppliers & Contractors providing engineering manpower consulting services to leading engineering construction companies in Gulf & Globally.

Melco has supplied hundreds of highly skilled manpower to sub-contractors of Bechtel, L&T and Reliance Petrochemical Refinery at Jamnagar, India

We provide professional and recruitment services in the offshore and onshore oil and gas, petrochemical, energy, heavy engineering construction and high technology industries. MELCO’s emphasis is on providing highly professional, well motivated, specialist personnel on either a contract or a permanent basis to clients and engineering EPC contractors on a worldwide basis. MELCO’s turnover has grown rapidly in recent years and our clients include leading oil and gas, power and engineering construction companies in India & Gulf.

In order to conduct Trade-Test for Welders (TIG & SMAW 6G-Up-hill/Downhill position), QA/QC Engineering (ISO 9000 and 9002 accredited), Welding Inspectors (AWS/CSWIP), Plant Inspectors (Multi-discipline NDT) and other specialized categories of manpower, we use the services of the following International Inspection agencies:

1. ABS (American Bureau of Shipping)
2. SGS (SGS Indian Private Limited)
3. BV (Bureau Veritas)
4. Testwell Non-Destructive
5. Fr. Agnel Technical Institute (Mumbai)
6. Anuptech (Mumbai)

The engineering Personnel we supply are fully equipped to work to the full range of international Codes and Standards. We make continued efforts to improve the technical level of Welders, Inspectors and other skilled personnel to keep pace with future manpower recruitments of our Indian and Overseas clients.
We are specialized in supply of entire spectrum of Technical & Engineering professionals for Oil/Gas, Petroleum, Engineering & Construction Industry.

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<tr>
<th>Project</th>
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<th>Electrical</th>
<th>Instrument and Control</th>
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<td>Senior Project Managers</td>
<td>Senior Civil Engineers</td>
<td>Senior Electrical Engineers</td>
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<td>Project Engineers</td>
<td>Civil Construction Engineers</td>
<td>System Studies / Protection Engineer</td>
<td>SCADA/Telecom Engineers</td>
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<td>Planning Engineers</td>
<td>Designers</td>
<td>Power Station Engineers</td>
<td>Construction Engineers</td>
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<td>Cost Control Engineers</td>
<td>PDMS Designers</td>
<td>Electrical Engineers – Transmission Lines</td>
<td>Designers</td>
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<td>Estimation Engineers</td>
<td>Construction Manager</td>
<td>Construction Engineers – Substations</td>
<td>PDMS Designers</td>
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<td>Project Assistants</td>
<td>Construction Manager</td>
<td>Construction Engineers – Transmission Lines</td>
<td>CAD Draughtsman</td>
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<td>Document Controllers</td>
<td>QA/QC Manager</td>
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<td>Construction Manager</td>
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<td>Contracts Manager</td>
<td>QA/QC Inspector</td>
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<td>Project Control Manager</td>
<td>QA/QC Inspector - Welding (CSWIP 3.2 &amp; BGAS 2)</td>
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<td>Materials Manager</td>
<td>QA/QC Inspector - Painting (CSWIP 3.2)</td>
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<td>QA/QC Inspector - Mechanical</td>
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<td>QA/QC Inspector – Civil</td>
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<td>QA/QC Inspector – Structural Steel</td>
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<tr>
<td>Senior Piping Engineers</td>
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<td>Inspectors - Welding/NDT</td>
<td>Rotating Equipment Engineers</td>
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<td>Piping Engineers</td>
<td>Pipeline Engineers</td>
<td>Inspector – Painting / Coating</td>
<td>Static Equipment Engineers</td>
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<td>Construction Engineers</td>
<td>Integrity Engineers</td>
<td>QA/QC Director - Welding</td>
<td>Construction Engineers</td>
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<td>Designers</td>
<td>Corrosion Engineers</td>
<td>(CSWIP 3.2)</td>
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<td>PDMS Designers</td>
<td>Construction Engineers</td>
<td>QA/QC Inspector - Painting (BGAS 2)</td>
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<td>Instrument Engineers</td>
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<td>Concept Engineers</td>
<td>SCADA/Telecom Engineers</td>
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<td>Commissioning Engineers</td>
<td>Construction Engineers</td>
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<td>Operation Engineers</td>
<td>Designers</td>
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<tr>
<td>Construction Engineers</td>
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A LIST OF MANPOWER FOR EPC PROJECTS.

**Procurement**
- Procurement Managers
- Procurement Engineers
- Buyers & Expenditors

**Engineering**
- Process Engineer
- Pipeline Engineer
- Piping Engineer

**Health, Safety & Environment**
- HSE Manager
- HSE Supervisor
- HSE Officer
- Instrumentation Engineer
- Electrical Engineer
- Civil Engineer
- Static Equipment Engineer
- Rotating Equipment Engineer
- Loss Prevention engineer
- Fire & Safety Engineer
- Telecommunication Engineer
- Piping Designer
- Civil Designer
- Process Designer
- Instrumentation Designer
- Electrical Designer

**Construction**
- Construction Superintendent
- Piping Superintendent
- Mechanical Superintendent
- Storage Tank Superintendent
- Civil Superintendent
- Building – Civil Superintendent
- Structural Steel Erection Superintendent
- Electrical SUPERINTENDENT
- Instrumentation Superintendent
- Building – E & I Superintendent
- Electrical Interface Superintendent
- Rigging Supervisors (Aramco/Velosi)
- Scaffolding Supervisors (Aramco/Velosi)
- Planning Engineers
- Contract Administrator
- Quantity Surveyor – Civil
- Quantity Surveyor – E & I
- Quantity Surveyor – Mechanical
- Quantity Surveyor – Painting & Insulation
- Material Controller

**Design Engineering**
- Design Engineers – Piping
- Designer – Piping/HVAC
- Design Engineers – Civil
- Designer – Civil
- Design Engineers – Electrical
- Designers – Electrical
- Design engineers
- Instrumentation / TELECOM
- Designers – Instrumentation/TELECOM
- Static Equipment Engineers
- Rotary Equipment Engineers
- QA Engineer
- HSE Engineer
We are specialized in Critical Manpower Mobilization & Supply, Planning and Executing a Successful Turnaround Shut-Down Projects “On-Time and on Budget” so that EPC Contractors make handsome profit on each project.

- PLANNING & SCHEDULING ENGINEER, SHUTDOWN & TURNAROUND
- Project Expert
- Shutdown Manager / Engineers
- Project Engineer Shutdown / EPC Retrofit Projects
- E&I Construction Manager
- Estimator (Experience in Shutdown Projects)
- Shutdown Execution Lead - Shift Manager
- LEAD Shutdown Technical Coordinator
- TA/Shutdown Planner
- Shutdown Coordinators
- Mechanical Supervisors/Foreman
- Mechanical Technicians - Shutdown Project
- INSTRUMENT SUPERVISORS/FOREMAN/INSTRUMENT TECHNICIANS
- ELECTRICAL PROJECT ENGINEERS / ENGINEERS
- ELECTRICAL SUPERVISORS/FOREMAN/ELECTRICAL TECHNICIANS 15. Rigger - Lead Rigger - (Shutdown Project.)
- Shutdown Coordinator - Scaffolding
- WELDING SUPERVISORS/FOREMEN/WELDERS ALLTYPES SMAW/GTAW (ARC/ARGON) 3G, 4G, 6G
- Supervisor - NDT Supervisor
- Technician - NDT Technician
- PIPING SUPERVISORS/ FOREMAN / PIPE FITTERS
- FABRICATOR SUPERVISORS/FOREMAN/FABRICATORS
- MECHANICAL SUPERVISORS/FOREMAN/MECHANICAL FITTERS
- COATING INSPECTORS / PAINTING INSPECTORS / CORRISON INSPECTORS
- INDUSTRIAL PAINTERS / SANDBLASTERS
- WELDING INSPECTORS CWIP2/3 / AWS
MAJOR INDUSTRIES WE SERVE

ADVERTISING AND PUBLISHING
AGRICULTURAL AND HORTICULTURAL
AIRCONDITIONING AND REFRIGERATION ENGINEERING
ARCHITECTURAL
AUDITING
AUTOMOTIVE- TRANSPORT AND AUTO WORKSHOPS
AVIATION AIRLINES AIRPORTS
BANKING / FINANCE / INVESTMENT AND INSURANCE
BOTTLING PLANTS (SOFT DRINKS)
CEMENT PLANTS
CHARTERED ENGINEERS
CHEMICAL AND PETROCHEMICAL COMPLEXES
CLEANING AND MAINTENANCE SERVICES
COLD STORAGE HANDLING & MAINTENANCE
CONCRETE / READY-MIX
CONCRETE SERVICES
CONSTRUCTION INDUSTRY
CONSULTANCY SERVICES
CORROSION CONTROL SERVICES
DRILLING / CONTRACTING
EDUCATIONAL & TRAINING
ELECTRIC POWER GENERATION & UTILITY SERVICES
ELECTRICAL CONTRACTING AND MAINTENANCE
ELECTRONICS HARDWARE
ENGINEERING CIVIL / MECHANICAL / ELECTRICAL / INSTRUMENTATION
ENTERTAINMENT / MEDIA
ENVIRONMENTAL ENGINEERING
EPC CONTRACTORS
FACILITIES MANAGEMENT SERVICES
FERTILIZER COMPLEXES
FLOUR MILLS
FOOD PROCESSING
HOTELS & HOSPITALITY MANAGEMENT
INFORMATION TECHNOLOGY
INSPECTION SERVICES
INSULATION CONTRACTING
MANAGEMENT, ENGINEERING
MANUFACTURING/ TRADING/ IMPORT/ EXPORT
MARINE AND OFFSHORE MAINTENANCE
MATERIALS MANAGEMENT / PURCHASING / INVENTORY
MATERIALS TESTING AND LABORATORIES
MEDICAL & HEALTHCARE SERVICES
MEP HVAC PROJECTS
METEOROLOGICAL SERVICES
OFFICE EQUIPMENT AND BUSINESS MACHINES
OFFSHORE CONSTRUCTION AND INSTALLATION SERVICES
OIL & GAS PETROCHEMICALS
REFINERY MAINTENANCE
PETROL FILLING STATION SERVICES
PHARMACIES SERVICES
PIPELINE INSTALLATION CONTRACTING
PLASTIC INDUSTRY
PRINTING AND PAPER INDUSTRY
RECREATION MAINTENANCE
RETAIL MANAGEMENT / TRADING / MERCHANDISING
SCIENCE & TECH. / LABORATORY
SCIENTIFIC INSTRUMENTS AND EDUCATIONAL AIDS SERVICES
SECURITY SERVICES
SHIP BUILDING AND REPAIR SERVICES
STEEL AND ALUMINIUM INDUSTRY
SUPERMARKETS
TELECOMMUNICATIONS
TRAVEL AND TOURISM
WATER TREATMENT & DESALINATION PLANT
Our Quality Assurance

Statement Of Qualifications
ISO 9001-2000 Certification

- Systemizing and creating a well planned and well organized recruitment services
- Improving efficiency, effectiveness and quality
- Reducing rework and waste
- Making sure that the work done is correct the 1st time
- Improving customer satisfaction
- Adding credibility to the organization
- Giving the business a market advantage over competitors

The recruitment assignment is undertaken based on formal Memorandum of Understanding or an agreement with the client specifying exclusivity of the assignment, scope of services to be provided, delivery and deadlines, terms and conditions of retainer ship plan and payment of professional recruitment fees and reimbursement of incidentals including cost of advertisements approved by the client organization.

Feedback and communications during the execution of the assignment to be provided to the client organization with recruitment status report subject to the condition that it has been agreed upon before hand.

The most ideal candidate generation through our databases, advertising, industry contacts and through market research activities should cover a major part of the targeted companies, business management institutions and organizations where required talent, expertise and experience is available focusing on the identity of the positions and individuals who hold this experience.

Screened and finally short-listed candidates should meet the ideal choice and job profile specifications of the client organization.

As our normal practice, resume of short-listed candidates will be presented formally to the client organization with a full details of their background experience and specific accomplishments achieved over the years in their respective professional career, accompanied by a written report with our recommendations indicating their strengths and weaknesses about their match to the job requirements of the desired appointment.

Finally recommended candidates or finalists will only be presented to the client organization after their approval and only after at least one extensive interview with our Senior Consultant.

A detailed and thorough back ground check audit is undertaken of the finally recommended candidates, according to the needs of our client and only regarding "finalists" to whom our client is to make an final offer.

Educational and academic degrees and experience certificates are to be verified and validated independently through direct contact with relevant Universities and past employers.

Melco Management Consultants, invest considerable amount of time and efforts to gain a thorough understanding of our client's HR requirements, type of industry, its major competitors and workout the strategic planning & schedules. Based on our merits and goals to exceed client expectations the following Quality Assurance Standards and Procedures have been globally recognized and acceptable.

- Recruitment assignment should be executed on the basis of a written requisition that specifies the key position, its duties and responsibili ties as well as required profile of a candidate in terms of formal educational qualifications, age, relevant industry specific experience, communication skills and personality characteristic.
 Candidates should be treated with respect and dignity as if they were clients.

The Consultant or Recruitment Co-Coordinator or Recruitment Manager should work with the client to manage the negotiation process, including advice on cost of living, Immigration rules and regulations in the host country, visa assistance, air-tickets etc to migrating candidates and relocation assistance, in order to achieve clients objectives.

A few months after the appointed candidate starts in his/her new job, the consultant will follow up with the candidate’s experience in the new position, as well as the client’s evaluation. This process should ensure a smooth transition, provide an opportunity for feedback and confirm client satisfaction.

The recruitment process should be managed very carefully during the execution of the clients’ HR requirements; progress status report in two weeks, shortlist of interviewed candidates in approximately two to three weeks and thereafter, and employment offers to selected candidates within ten working days. Thus, the recruitment cycle time for completion of assignment may vary from 30-40 days, depending upon clients’ urgency and circumstances involved.
MELCO Management Consultants, (MELCO), Mumbai, is one of the foremost leading EPC ENGINEERS Manpower Consultancy and recruitment firm approved by the Ministry of Indian Overseas Affairs (MOIA), Government of India, holding valid RC No. B-0037/MUM/PER/1000+5/791/2007

MELCO Management Consultants, have been providing EPC Engineers Manpower recruitment consulting & hiring services for engineering & construction to EPC Companies and Contractors handling multi-billion EPC Projects in Oil/Gas, Petroleum, Refinery Operations & Maintenance, Electric Power Generation and utility services and above all Engineering Construction Companies and Contractors in Gulf region since last over three decades.

We are firmly established as the Human Resources service provider of most competent professionals recruiting for the world class organizations based in India, Arabia Gulf and Overseas. Our esteemed clients recognize us as a highly ethical, professional thinkers and result oriented suppliers of human resources to meet the ever growing demands in Oil & Gas, Petroleum, Engineering Construction (EPC) industry.

We represents the clients for their Manpower needs for a variety of industries for senior, middle-management and top executive management positions. We provide our recruitment services to major industries such as engineering, construction, hydrocarbon, FMGC & manufacturing in addition to information technology, telecommunications, banking, insurance and financial sectors, health care, hospitality and facilities management, education etc..

In an ever-changing challenging world, we react quickly to clients needs; offer the highest standards of professional integrity to give honest opinions and options through our professional approach to every single recruitment assignment.

An Executive Search and recruitment is also one of prime important area where we are sourcing and recruiting professionals for Senior and Middle Management positions for a variety of verticals. We are now ranked amongst the top leading Indian executive search and recruitment firms, with over hundreds of recruitment assignments successfully completed over the last three and half decades in India and overseas especially in Gulf region.

In addition we offer in house consultancy and interim management solutions where short term challenges need to be solved quickly. We have established links with all sectors of the economy, at international levels. We place great emphasis on working on behalf of our clients to the highest standards of professional ethics and confidentiality. A high level of success in consultancy has been achieved by maintaining a close professional relationship with our clients and candidates, built on trust and regular contacts. Our objective is to provide a highly effective, personalized and professional service to meet the personnel needs of the fast developing financial and commercial centers globally.

MELCO’S reputation has been built on performance, quality, delivery and relationship management where 90% of our recruitment fees are derived from repeat business with our existing clients.
We manage client expectations that demand timely delivery, honest opinions, reliable recruitment solutions as well as specialist knowledge and expertise in human resources management and expertise in the respective industry.

Each Senior Technical & Recruitment Consultants & HR Coordinators, is carefully chosen where emphasis is placed on deep industry sector experience and professional knowledge, expertise, business maturity, education and customer relations management at the highest level.

Our global industry recruitment specializations include variety of industries; you may please browse through the industries we serve index.

Our philosophy is to solve our client's problems in a quality, timely and effective manner, because we believe in investing a greater amount of time in search for excellence.

MELCO is maintaining internet web based “Computerized data Bank” through our in-house job portal www.melcojobs.com of the potentials applicants looking for overseas assignments and their CVs could be retrieved instantly for our Clients’ review. Ours is a commitment to provide Manpower for industrial progress and Socio-Economic development supported by our experience, facilities and services to make each goal a reality translating your imagination into your industrial progress and economic development.

We remain committed to the tradition of high standards and excellence in professional recruitment consultancy services.

Our Domain Expertise

Executive Search

Engineering & Construction
- Mega Engineering Project - EPC
- Oil/Gas, Petroleum, Refinery (M&O)
- Fertilizer /Cement
- Steel/Aluminum
- Electric Power Generation
- Construction/Infrastructure
- Manufacturing Processes
- Aviation /Airlines
- Marine Engineering
- Specialized in Shut-Down Projects

Technology
- IT
- BPO/KPO/ITeS
- Banking/Insurance/Finance/
- Investment/Consulting
- Telecommunications
- Health Care/Medical
- Education, Science & Technology
- Media, Advertising
- Mass Communications
- Retail, Consumer & Services
MELCO Management Consultants, was established in 1976 by Mr. Mohammed Moulana, Founder & CEO backed by a team of Technical Experts and HR Consultants drawn from variety of engineering, construction, technology & industrial sectors, is one of the pioneer of providing recruitment services for Gulf in India. Over the last three decades, we have acted as preferred human resources and recruitment partners for Mega Engineering Construction Companies - especially EPC Projects for Oil/Gas, Petroleum, Refinery, Power Generation, Marine, Steel and Process Industries/Corporate and multinationals. The leading multi-billion petro-dollar Arabian businesses has emerge as the leading power house of world’s largest economies in Gulf region has created millions of job opportunities and better living for expatriate Indians turned into NRIs. This combined with our role as trusted recruitment consultants, translating your imagination into reality and our core human resources and recruitment capabilities - Building Fortune Careers and Building World Class Organizations in Arabian Gulf and here in India - contributing indirectly economy of our Country. The other areas where we have been constantly demonstrating our capabilities are Information Technology and Telecommunications in addition to Banking, Insurance, Finance and Investment Professionals - backbone of every type of business. Our character is to meet new challenges in providing most competent and productive manpower by engaging our Direct Recruitment Services. This challenge is met through an integrated approach, executed by a dedicated team of professionals, engineers, technicians and the professional management associated with.

Our reputation is built over 30 years of experience and expertise in personnel management for industrial productivity and economic development. As personnel management consultants, we have constantly demonstrated our ability to keep pace with advancing standards and techniques in today’s personnel management and consultancy services. Over a period of time, we have deployed hundreds of highly skilled personnel including Doctors, Engineers, Technicians, Computer, Finance and Management Professionals for overseas employment opportunities.

Ours is a commitment to provide human resources for industrial progress and socio-economic development supported by our expertise, experience, facilities and services to make each goal a reality - translating your imagination into industrial progress and economic development.

We have been approved by the following regulating and competent authorities:

- Ministry of Overseas Indian Affairs (MOIA), Govt. of India, New Delhi
- Indian Personnel Export Promotion Council (Life Member)
- Executive Recruiters Association (ERA)
- An ISO 9001: 2000 Certification By BVQI/UKAS

Melco’s Management and Operations Team
MR. MOHAMMED MOULANA
CEO & Founder

Mr. Mohammed Moulana, CEO & Founder Member of MELCO Management Consultants, is an ex-Tata Institute of Fundamental Research (TIFR), and was formerly associated with DuMond International, Inc. USA, as their Resident Director, in India, for five years. Mr. Moulana has over 30+ years of expertise & experience in Overseas Recruitment Industry, in HRD activities, Industrial Relations, HR Systems formulation and Human Resources Information Management System (HRIMS).

Having qualified in HR & Personnel Management with additional qualifications in Business Management, he is an excellent facilitator by a deep conceptual and practical knowledge in HR functions and is familiar with modern HR concepts/business tools, Competencies and Employer/Employee relations is his forte-subjects on which he constantly does research work. As a result of our dedicated research work into the specialized area of Human Resources Management, MelcoJobs.com, team have developed an interactive recruitment portal in order to serve the needs of human resources for trade & industry and to enhance optimum utilization of our Online Recruitment Services by the Corporate World, Job Seekers, Employers and Recruitment Consultants globally.

Besides, as an CEO and Recruitment Consultant of Melco Management Consultants, he is CEO of Melco Technologies (India) Private Limited MelcoTech.com an internet solutions and e-commerce applications software development Company and he is also Managing Director of Melstar Travels Limited

MR. SHUMS MOHAMMED MOULANA
VP – Business Development

Mr. Shums Mohammed Moulana, is VP of Melco Management Consultants., and currently heading business development & Marketing of our firm. B. Com. from Mumbai University and MBA in HR & Marketing from Bombay School of Business, Diploma in Computer Sciences from NIIT. He is also having Diploma in IATA International Air Travel Association from Switzerland. Currently handling MelcoTech BPO Global Call Center operations most successfully.

MR. SAMEER MOHAMMED MOULANA
VP – Network Technology

Diploma in Network Administration from CMS and CCNA from CISCO certified Engineer. He is well competent to handle network administration of any organization with full support services. Mr. Sameer is currently handing in-house operations of all network administration requirements of MelcoTech BPO Global Call Center of Melco Technologies India (P) Limited (MelcoTech).
MELCO Management Consultants was founded with one objective: To assist today's high tech leaders in meeting their critical staffing needs. In this spirit of service, we not only take on independent searches, but also provide complete recruitment consulting services. Our goal is to staff your organization with people who are result oriented performers – those individuals who have a proven history of performing in a manner that is far beyond satisfactory.

MELCO Management Consultants has full fledged in-house business facilities to service business interest of our esteemed clients. We offer following facilities and services to our client organizations.

- Scientific selection process - backed by the industry specialists, consultants and engineering team, to serve the needs of: our clients in various engineering, commercial, and service industry.
- Computerized data - bank, consisting more than millions of CV's of potential jobseekers from engineering, construction, information technology and high-tech-manufacturing industry.
- In - house IATA approved travel agency with fully computerized facilities to organize instant reservation for an easy deployment of selected staff.
- Trade - test facilities, affiliated to Govt. Recognized technical institutes.
- Logistic staff to support the entire administrative activities such as medical, trade - tests, emigration, visa processing and instant reservations.
- Corporate discounts at all five - star hotels, instant reservations and airport transfers for delegate members coming for conducting interviews at Mumbai or any other locations in India.
- Excellent contacts with GCC consulates / embassies, for speedy processing of Visa formalities.
- Excellent contacts with the GAMCA panel doctors affiliated to GCC consulates / embassies.
- MELCO provides other facilities including conference rooms, audio visual presentation facilities and separate rooms for interviews and access to specific engineers / consultants for in-depth interviews. We have an access to all these ultra - modern facilities to service the requirements of Client organization.

We tailor our services to your specific requirements. These begin with targeted executive search and recruitment. This is not always necessary as we can source a wide range of skilled professionals from our own database and job portals. Beyond our specialist areas we have access to a network of consultants in related fields. For more high profile projects, some clients opt for the specification, design, production and management of multi-media advertising campaigns, followed by the provision of first level candidate screening to meet set criteria.

Whether you wish to recruit one key executive or a graduate intake, MELCO EPC ENGINEERS, can meet your needs.

Log on www.melcojobs.com
VISION & MISSION

VISION

- “To be an ideal EPC Engineers Manpower Company operating in multiple sectors in the Engineering and Construction industry by providing our clients with responsible value engineered solutions to meet their needs for sustainable development”
- To become undisputed leader in EPC Engineers Manpower Supply Company here in India
- To convert EPC Engineers Manpower Supply Company into EPC Contractors Engineering Construction Company in the next coming years
- To establish PAN India presence for sourcing EPC Manpower & Executive Search facilities in major Metro Cities in the Country
- To expand our HR Consultancy services business in order to have global presence by establishing our links with globally recognized Executive Search HR firms as our business partners to work on common objectives and goals on reciprocal basis
- To establish our own trade test facilities for testing skilled and highly skilled tradesmen in agreement with business association with international inspection agencies
- To create independent job portal only for EPC Engineers Manpower Supply; wherein Job Seekers can submit their resumes and look for instant jobs; whereas Employers can post their technical & engineering jobs and search for resumes matching their job profiles
- Human Resources (HR) will be phenomenally growing industry globally
- In order to accomplish our task and goal for financial support we intend to list our company on stock market, in coming years

MISSION

- “As an EPC Engineers Manpower Supply recognized company, we will serve selected industry sectors across multiple geographic locations. Guided by our relentless focus for success for our business & clients, we will deliver excellence exceeding our commitments.
- Our mission is to become most respectable & leading EPC Engineers HR consulting and manpower outsourcing company by the next coming years...
- To be the partner of choice for leading organizations in identifying and selecting best talent with consistent, reliability, responsibility, speed and confidentiality.
- Our mission is to serve the clients to integrate flexibility into their workforce & take care of their on going manpower requirements, helping them to concentrate on their core business activities.
- Our objective is to provide a highly skilled, most reliable, productive manpower resources to meet the ever growing technical and engineering manpower needs of fastest developing EPC & EPCM Contractors globally”
- “Customer Satisfaction is in our Habit”
The Ministry of Indian Overseas Affairs, Govt. of India, simplified the emigration procedures so that Foreign Employers (FE) can easily comply with the Online hassle free FE Registration in order to hire Indian Manpower for their short-term and long-term project assignments. Once FE Registration is completed then just follow the online steps and necessary emigration permission will be granted to you by the respective Indian Missions in the respective GCC Countries. Validity of Registration will be for Five years from date of Registration.

Procedure and Documents required for Foreign Employer (FE) Registration:-

Please visit [https://emigrate.gov.in/ext/](https://emigrate.gov.in/ext/) for FE Registration

1. For Company, Proprietorship, Partnership, Government
   - CR Copy along with English Translation (Mandatory)
   - Specimen Signature of Authorized Person (Mandatory)
   - ID Card Copy of Authorized Signatory (Mandatory)
   - Copy of Govt. Approval (Visa Copy/ Wakala) for recruiting Indian workers (Mandatory) in case of Saudi Arabia
   - Letter of Authorization for Authorized Signatory (Mandatory)
   - Other Documents mentioned in the eMigrate 6 form will be optional

2. For Individual Employer
   - Specimen Signature of Foreign Employer (Mandatory)
   - ID Card Copy of Foreign Employer (Mandatory)
   - Copy of Govt. Approval (Visa Copy/ Wakala) for recruiting Indian workers (Mandatory) in case of Saudi Arabia

Kindly Note
   - All Scan Copies should be readable /visible
   - Validity of Registration Five years from date of Registration
   - If Foreign Client have anyquires he can contact

Email : helpdesk@emigrate.gov.in
Copy to : melco@melcojobs.com for follow-up action and further assistance

Demand Letter
   - Send us your detailed demand letter highlighting specific positions or categories sought to be recruited for your esteemed organisation
   - Pay scales and employment benefits
   - Short term, Long term or Contractual basis

Log on [www.melcojobs.com](http://www.melcojobs.com)
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Note: *Manpower Contracts Under Negotiation*
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Suppliers & Contractors for Engineering | Procurement | Construction
Specialized in Shut-down & Turnaround Projects

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