



# M.K.TOURS & TRAVELS

Reg. No: B-0053/DEL/PER/1000+/5/6330/2003 (Approved by Ministry of External Affairs, Govt. of India)





### **Our Vision**

To be the preferred partner in your quest to expand your horizons by constantly improving our service levels and upgrading our processes to world-class standards.

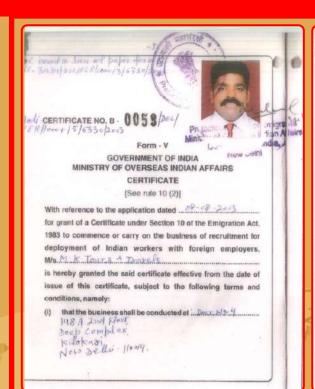
M K Tours and Travels has an excellent tradition of executing our client's manpower requirements to their utmost satisfaction. Our processes are well- documented and meticulously pursued to ensure that you are gifted the right candidate that fits the specifications of the job requirement.

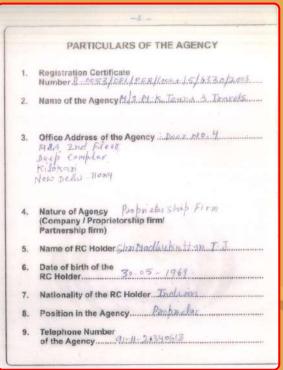
We search, screen, recruit, deploy and support our candidates so that you get the right candidate(s) without going through a hassle, within the specified time. We understand your unique requirements and go the extra mile to match that uniqueness so as to ensure your perfect satisfaction.

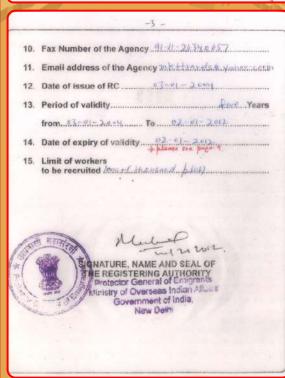
We have fine-tuned the art of overseas recruitment. place it in OUR hands, while you concentrate on running YOUR business.

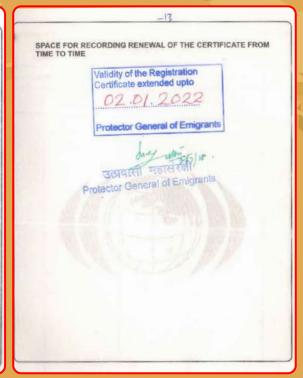


### **M.K.TOURS & TRAVELS**









Reg. No: B-0053/DEL/PER/1000+/5/6330/2003 (Approved by Ministry of External Affairs, Govt. of India)







We offer many strategic advantages for our clients as well as the candidates.



Our office is strategically located at New Delhi, the Capital city of India. Most of the Embassies, High Commissions and consulates of foreign countries, major commercial centers and offices, secretariat of the Ministry of Labour, Ministry of Human Resources & Development, Ministry of External Affairs and Regional Passport Office are all within the immediate reach of this location. This makes various dealings and formalities related to the Foreign Embassies, Government of India offices and various airlines offices, easy for our esteemed clients.

Our core team of proffessionals has rich technical and managerial experience. They are fully conversant with the requirements of a variety of industries and services.

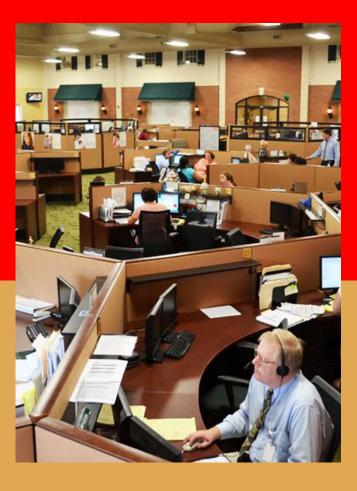
We have a panel of highly qualified experts to advice on the suitability and quality of the Human Resources.

We have a wide network of agents nation-wide to mobilize Human Resourses quickly.

### The Procedure

Our recruitment process kicks off on the receipt of list of requirements from the client.

- Data-bank Access
- Advertising
- ScreeningPreliminary Interviews
- Trade Tests
- psychometric Test
- Recruitment /Selection
- Medical Tests
- Certificate Attestation
- Visa Formalities



Our Electronic data bank is meticulously scanned to select suitable candidates. These data banks are constantly updated to reflect the latest details of candidates, their category and their numbers.

If we presume a shortfall in the number of suitable candidates, we immediately advertise the vacancies in reputed national and vernacular media.

This leads to short listing of suitable candidates. This list is painstakingly reviewed by our team of expert engineers and recruitment consultants. The short listed resumes are then forwarded to the client for necessary scrutiny at their end.

The client reverts with their selected list of candidates.

Where an interview with the client is conditioned, we arrange the same in consulation with the client.

The final list of selected candidates is thus prepared and informed accordingly.

The medical check-ups of these candidates are next in order

The client is then requested to send the visas of selected candidates to complete the immigration and travel formalities.

After completing all formalities and getting the final clearance from the client, the candidates enter into their employment at the designated location.











### **Some of Our valuable clients**

- Ministry of Health, Kuwait
- Ministry of Defence, Kuwait
- **Ministry of Education, Kuwait**
- Al Essa Medical & Scientific Co., Kuwait
- Kuwait Resources House, Kuwait
- Hayat Communications Co. KSC, Kuwait
- Virtus Group General Trading & Company, Kuwait
- Professional Supplies for General Trading & CONT., Kuwait
- Professional Supplies, Kuwait
- Universal Technology & Medical Equipments Co., Kuwait
- Tareq. Co., Kuwait
- Al Meead Kuwaiti, Kuwait
- Najmat Burgan General Trading & Cont. Co., Kuwait
- Bashaer Al Hanan Medical Services Co. WLL.. Kuwait
- San Celia General Trading & Cont. Co., Kuwait
- Swiss Medicals Home Care, Kuwait
- Afaq Educational, Kuwait
- Al salam International Hospital, Kuwait
- Kuwait Medical Centre Holding Co.
- Kuwait Prichard, Kuwait
- Care Plus USA, Kuwait
- Naif Food Co., Kuwait
- New Mowsat Hospital, Kuwait
- Therapia Med Center, Kuwait
- Akar Technical Services Co.IIc, dubai, Uae
- Crown Electromechanical Contg.co. Llc, Dubai, Uae
- Keith International, Dubai, Uae
- Al Sayyar Technical Services Llc, Dubai, Uae
- Polite Marine & Engineers Services, Sharjah,uae
- Solanki Inetriors International Fzc Sharjah, Uae
- Gulf Resource, Qatar
- Berge Construction WII- Qatar
- Al Yamama House For Cleaning Cont. Bahrain
- Al Nahdha Al Omaniah Co.llc, Oman
- Towell Al Zawra Enginnering Services & Co. Llc, Oman
- Grant Technical Equipments Llc, Oman
- Leaders Group

### **Our Offer**

Our streamlined processes help us quickly search, scrutinize, verify and test potential candidates.

#### **TECHNICAL & CONSTRUCTION PROFESSIONAL**

Electronic Engineers
Electrical Engineers
Mechanical Engineers
Piping Engineers
QA/QC Engineers
Welding Engineers

Instrumentation Engineers

Structural Fitters/Engineers

**HVAC Engineers** 

Supervisors

**Electricians** 

Technicians

Cable Jointers

**Duct Fabricators** 

Welders

Surveyors

**Labours and Helpers** 

Civil Engineers

**Safety Engineers** 

**Foremen** 

**Draughtsman** 

**Land Surveyor** 

**All Round Masons** 

**Carpenders** 

**Glass Cutters & Fitters** 

**Steel Fixers** 

**Aluminium Fabricators** 

**Plumbers** 

**Fitters** 

**Painters** 

**All Round Labours** 

Light/Heavy/Trailer Drivers
Heavy Moving Equipment Operators





## Medical & Paramedical Staff

Medical Consultants
Doctors

Nurses (Bsc. & Diploma)

(Male & Female)

X-ray Technicians

**Lab Technicians** 

**MRI Technicians** 

**Dental Technicians** 

**Pharmacists** 

**ECG Technicians** 

Physiotherapists.

**Patient Attender** 

**Occupational Therapist** 

**Anesthesia Technicians** 

**Respiratory Technicians** 

#### Administration Staff

**Administrative Managers** 

**Material Controllers** 

**Technical Clerks** 

**Store Keepers** 

**Time Keepers** 

**Secretary** 

Tally Clerk

IATA/IT Professionals

marketing Executives

**Accoutant** 

**Purchaser** 

**Merchandisers** 

#### Hotel/Catering/ Restaurant

**Catering Managers** 

Restaurant Supervisors

**Lobby Managers** 

Receptionists

**Captains** 

**Front Office Managers** 

**Waitress** 

Chefs

Cooks

BarMan

**Room Boys** 

**Cleaners/Janitors** 

#### **SERVICES OFFERED**

OUR OFFICE WILL BE
PLEASED TO ASSIST YOU IN
PREPARING / ATTESTING /
STAMPING DOCUMENTS /
CERTIFICATES / VISA ETC...
FROM VARIOUS /
RESPECTIVE / EMBASSIES





## M.K.TOURS & TRAVELS

Head Office: 148-A, Deep Complex, 2nd Floor, Kilokari, Maharani Bagh, New Delhi - 110014 Ph.: +91-11-26340618, 42828383, 9953537772, 9811099849 E-mail: mkttravels@yahoo.co.in

Branch Office: Kalyan Chambers, Ground Floor, Near South GHS Chittoor Road, Eranakulam South, Cochin-682016 Ph.: +91 484 2378083, 4030305, 09400177831 E-mail: mkttcochin@yahoo.co.in,

www.mktoursandtravel.com

Reg. No: B-0053/DEL/PER/1000+/5/6330/2003 (Approved by Ministry of External Affairs, Govt. of India)