



Govt. Lic. No.: 1692/080/081



ISO 9001:2015  
Quality Management Systems

CB-MS-3466



# DANA HUMAN RESOURCE NEPAL PVT. LTD.

Government Approved Recruitment Agency

Right People. Right Skills. Right Future.



TALENT  
ACQUISITION



PERFORMANCE  
MANAGEMENT



TRAINING &  
DEVELOPMENT



HR  
CONSULTING



HR  
OUTSOURCING



COMPLIANCE &  
POLICIES



EMPLOYEE  
RELATIONS



PAYROLL  
MANAGEMENT



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



## ABOUT US

We are authorized organization by the Government of Nepal established as a Recruitment Agency Company with the motto " We say what you mean & we do what we say".

Since the day of establishment, our company is always try the best to provide quality manpower recruitment solution In Nepal. We always aim to provide best job opportunities for our clients to the overseas country. Being Government registered manpower agency in Nepal. We always follow the proven & legal procedures to recruit Nepalese manpower in overseas country. Within the short period, the company has owned goal achievement. Utilization of specialized human resources to meet the needs of international market is one of our goals and we have fulfilled the goal in the past and we will do in future too.

DANA HUMAN RESOURCES NEPAL has dispatched thousand of professional (skilled, semi-skilled & un-skilled) from Nepal to Kuwait, Malaysia, Qatar, UAE, Saudi Arabia, etc. Our team is efficient with meetings clients goals before the deadline. We featured exclusively trained Human Resources Management that will cater the needs of clients and candidates at any given time. Our relationship with our employee are always be at their best without any discrimination as well as they are rely on us.

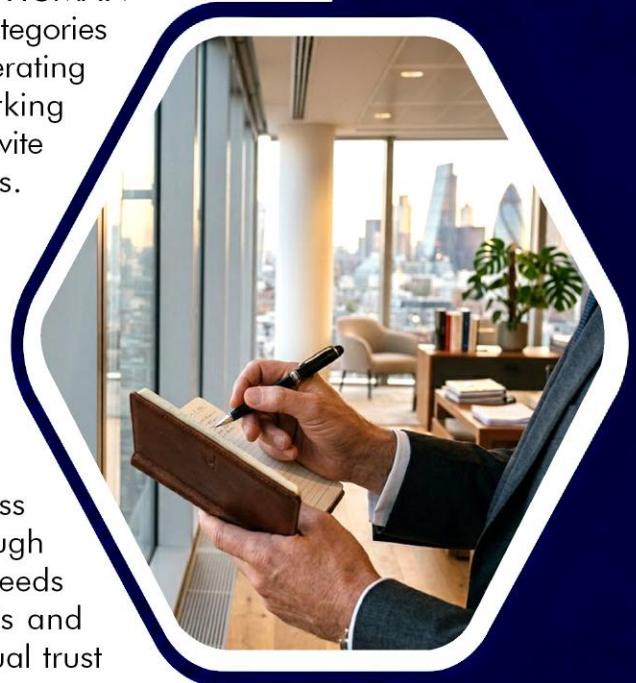
# WORDS OF CHAIRMAN

This is my pleasure to introduce you DANA HUMAN RESOURCES NEPAL (PVT. LTD.) A destination for various categories of Nepalese workers. We are the recruiting company operating in the Himalayan Kingdom of Nepal with efficient working member to meet the desired demands of our clients. We invite you to observe this Brochure and find out about us.

Our team is a fusion with the university academic and scholar in the same field. In this regard, we are always ready to provide you the best service by supplying the most effective, so called skilled, having the better sense of work knowledge, good experience, genuine, hardworking and laborious workers.

We believe in excellence and settle for nothing less than that. We demonstrate strong customer focus through high responsiveness and sympathy towards customer needs and objectives. We display consistency between words and actions and do what is best for the client, building mutual trust and respect in most professional manner. Thank you for your interest and valuable time.

Padam Giri  
Chairman





## COMPANY PROFILE



Company : Dana Human Resources Nepal (Pvt. Ltd.)  
Government Licence No : 1692/080/081



Address : Sinamangal, Kathmandu, Nepal  
Telephone : +977-1-5923344  
Webpage : [www.dananepal.com](http://www.dananepal.com)



PAN : 621147881  
Company Registrar No .: 337321/080/081



Founder Member  
Chairman : Padam Giri  
Mobile : +977 9851175282  
Email : [info@dananepl.com](mailto:info@dananepl.com)  
[ceo@dananepl.com](mailto:ceo@dananepl.com)

## OUR VISION

To become one of Nepal's leading and most trusted recruitment agencies by providing ethical, reliable, and high-quality manpower solutions to employers worldwide.



## OUR MISSION

To deliver professional recruitment services that meet our clients' workforce needs while creating rewarding employment opportunities for skilled Nepali workers.

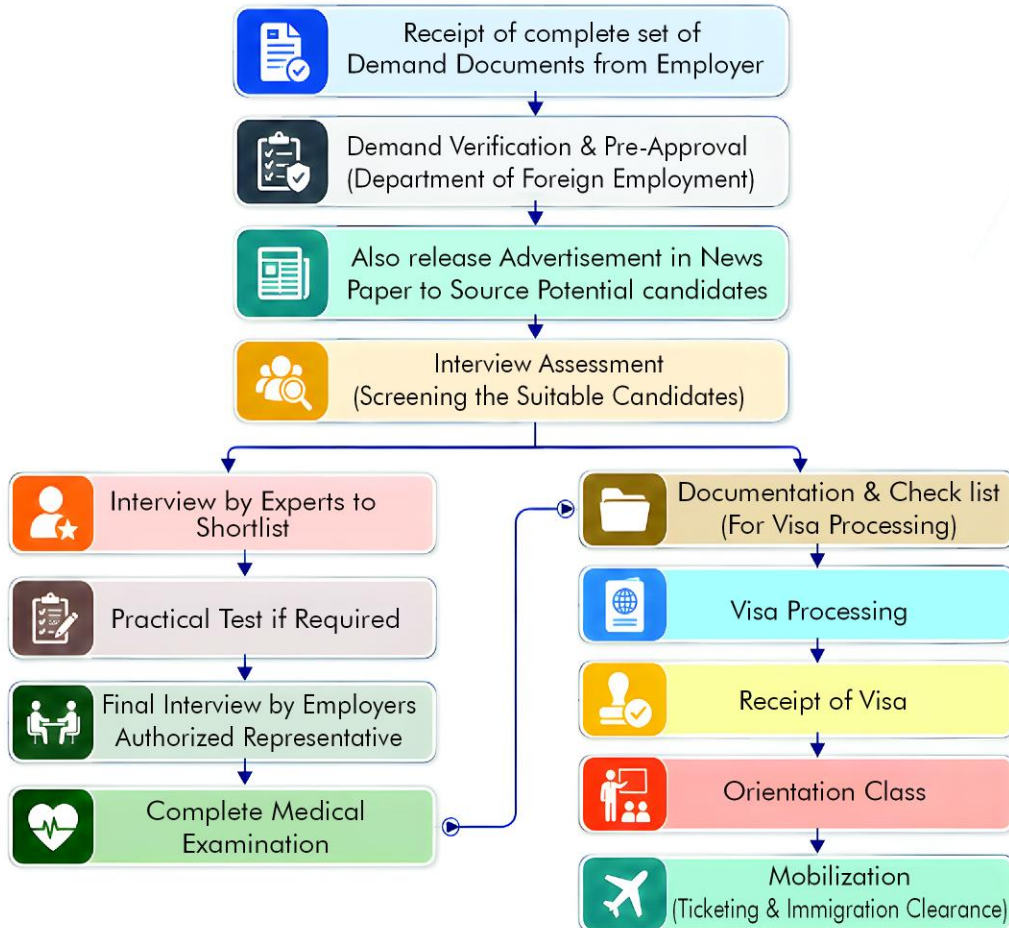


## OUR SERVICES

We provide complete recruitment solutions, including candidate sourcing, screening, trade testing, documentation, visa processing, training, and recruitment consultancy for employers across various industries.



# RECRUITMENT PROCESS



# REQUIRED DOCUMENTS

The following documents duly attested by the concerned authorities, are required for employers:



## DEMAND LETTER

Demand letter refers the detail of essential things related to the job categories, salary structure, no. of workers, the job categories, food, accommodation, insurance of the workers, transportation facility and the demand letter has to address the Dana Human Resources Nepal (Pvt. Ltd.). Demand letter has to be attested from the chamber of Commerce or Ministry of Foreign Affairs of the concern country and has to bear the company seal and authorized sign.



## AUTHORIZED LETTER

Authorized Letter gives the legal conformation to Dana Human Resources Nepal (Pvt. Ltd.), License No. 1692/080/081 to act on the behalf of the employer company. Authorized Letter has to be attested from the chamber of Commerce or Ministry of Foreign Affairs of the concern country and has to bear the company seal and authorized sign.



## EMPLOYMENT CONTRACT

This agreement has to be provided by the employing company to Dana Human Resources Nepal (Pvt. Ltd.) Stating clearly and precisely all the terms and conditions regarding individual worker as per the demand letter. This contract has to bear the company seal & signed by the authorized person.



## SERVICE AGREEMENT

This agreement paper should be provided by the employing company to the Dana Human Resources Nepal (Pvt. Ltd.) and has to bear the company seal and authorized signature. This is the mutual agreement between the employing company and the recruiting company of Nepal.



## GUARANTEE LETTER

This is the assurance letter from the employing company regarding the employee and their all round care up. Guarantee letter has to be attested from the chamber of Commerce or Ministry of Foreign Affairs of the concern country and has to bear the company seal and authorized sign.

# OFFICIAL DOCUMENTS



नेपाल सरकार  
उद्योग, वाणिज्य तथा आपूर्ति मन्त्रालय  
**कम्पनी रजिष्ट्रारको कार्यालय**  
**कम्पनी दर्ताको प्रमाण पत्र**

दर्ता नं: ३३६३२१/८०/०८१

श्री दाना ह्युमन रिसोर्स नेपाल

नामको प्राइवेट लिमिटेड कम्पनी संम्वत् २०८१ साल जेष्ठ महिना १४ गते रोज २ मा दर्ता भएको हुनाले कम्पनी ऐन, २०६३ को दफा ५ को उपदफा (१) बमोजिम यो प्रमाण पत्र दिइएको छ।

मिति: २०८१-०२-१४

Government of Nepal  
Ministry of Industry, Commerce & Supplies

**Office of the Company Registrar**

Registration No: 337321/80/081

**CERTIFICATE OF INCORPORATION OF COMPANY**

This Certificate of Incorporation has been issued to  
M/s Dana Human Resources Nepal  
Private Limited having incorporated it on the 27 day of May, 2024 pursuant to  
sub-section (1) of section 5 of the Companies Act, 2006.

Date: 2024-05-27

Asst. Registrar

शर्त कम्पनी संस्थापनलाई मात्र कम्पनीको उद्देश्य कार्यान्वयन गर्ने इजाजत प्रदान गरिएको समानिजे हुनाले कानून अनुसार लिनुपर्ने अवमति सम्बन्धित तिकाबबट लिएर मात्र कम्पनीको उद्देश्य अनुसार कारोबार गर्नु पर्नेछ।

Distributed by:  
Nepal Notary Public Council  
S.N. 4806749



Government of Nepal  
Ministry of Labor, Employment and Social Security  
**Department of Foreign Employment**

(Seal)

License No. 1692/080/081

Date: 17 JUL 2024

**LICENSE**

This License has been issued to the **Dana Human Resources Nepal Pvt. Ltd.**, authorizing to operate the business of Foreign Employment subject to the Foreign Employment Act, 2064 B.S. (2007A.D.) and Foreign Employment Regulation, 2064 B.S. (2007A.D.), and the terms and conditions mentioned in this license.

**Issuing authority:**

Signature: (Signed)

Name: Danduraj Ghimire

Designation: Director General

Date: 17 JUL 2024

"The Translation Copy is True and Verified"  
Signature: Khatri  
Date: 17 JUL 2024  
Certificate Number of the Notary Public: 1238  
Date of Expiry of Certificate: Jan 05, 2028 AD  
Notary Public



# OFFICIAL DOCUMENTS



## مركز الكويت للأعمال

إجازة شركة مملوكة بموجب قانون التجارة رقم 68 لسنة 1980 ، وقانون الشركات رقم 1 لسنة 2016  
والقوانين المعدلة له وقانون ترخيص المحلات التجارية رقم 111 لسنة 2013

|                     |               |                      |              |
|---------------------|---------------|----------------------|--------------|
| رقم الترخيص         | 2018/8672     | رقم الملف            | 61463        |
| تاريخ إصدار الترخيص | 23/07/2023    | تاريخ انتهاء الترخيص | 22/07/2027   |
| الرقم المركزي       | 1012201851783 | رقم الجهة المني      | 4278061      |
| رقم السجل التجاري   | 389499        | نوع الترخيص          | ترخيص مزاولة |

|                         |                                                      |
|-------------------------|------------------------------------------------------|
| الكيان القانوني         | شركة ذات مسؤولية محدودة                              |
| تحت الاسم التجاري       | شركة دانا هومن ريسورس لاستخدام العمالة الغير المحلية |
| رأس المال - دينار كويتي | 500000                                               |
| تاريخ الخيد في السجل    | 18/04/2018                                           |

|                               |                 |
|-------------------------------|-----------------|
| عدد الاضافة : 3               | عدد الاضافة : 3 |
| اسم النشاط                    | رمز النشاط      |
| استخدام العمالة الغير المحلية | 783010          |
| خدمات توري الاضافات الخاصة    | 889031          |

|                      |                                    |            |            |            |
|----------------------|------------------------------------|------------|------------|------------|
| على العنوان التالي : | المحافظة                           | المنطقة    | الخطوة     | القسمة     |
| رقم الآلي لتخون      | 19101442                           | الرقم      | 002        | 000011     |
| الشارع               | شارع 112                           | اسم المبنى | نوع الوحدة | رقم الوحدة |
| شارع 112             | مؤسسة سميث القابضة بوج سميث للتجسس | 04         | عمه تجاريه | 4          |

|                              |              |                |
|------------------------------|--------------|----------------|
| اسم الجهة                    | رقم الموافقة | تاريخ الموافقة |
| بنكية الكويت                 | 1394383      | 19/08/2025     |
| الهيئة العامة للغرف التجارية | 12950        | 17/08/2025     |

اخر اجراء تم على الترخيص برقم طلب 2306534 بتاريخ 12/08/2025  
تحويل الحوان



رقم الصفحة: 2 / 1 تاريخ الطباعة: 2025-Oct-23

النسخة الرسمية لإدارة الشركات الإضافية - وزارة التجارة والصناعة



## مركز الكويت للأعمال

رقم الترخيص 2018/8672 الرقم المركزي 1012201851783

|                               |             |              |                |
|-------------------------------|-------------|--------------|----------------|
| ملحق موافقة الجهات الرقابية : | اسم الجهة   | رقم الموافقة | تاريخ الموافقة |
|                               | وزارة العدل | 3424         | 24/07/2025     |
|                               | وزارة العدل | 4473         | 18/04/2018     |

|                                                  |            |            |
|--------------------------------------------------|------------|------------|
| ملحق الاضافة :                                   | اسم النشاط | رمز النشاط |
| إيجار ومضاعاة اجراءات التثريات والتصفيات لسفارات |            | 829905     |



NAME : PADAM GIRI  
COMPANY: DANA HUMAN  
RESOURCES PVT.LTD.  
CARD NO.: 099

SIGNATURE (OFFICIAL USE)

وزارة التجارة والصناعة  
MINISTRY OF COMMERCE AND INDUSTRY

يعتبر الترخيص ملغياً بعد مضي ستة من تاريخ انتهائه.  
يعتبر هذا النموذج وثيقة رسمية صادرة من وزارة التجارة والصناعة .  
طبع بواسطة موظف 0728 \*\*\*\* بدون تسجيل رسوم الاستخدام الإداري والمخاطبات الحكومية الخاضعة لنظام

# WE PROVIDE



## PROFESSIONAL

- ▶ A Civil Engineer
- ▶ Mechanical Engineer
- ▶ Chemical Engineer
- ▶ Electrical Engineer
- ▶ Agricultural Specialist



## SKILL & UNSKILLED

- ▶ Laundry & Iron Man
- ▶ General Labour
- ▶ Cleaner Labour
- ▶ Construction Labour
- ▶ Garbage Man
- ▶ Gardener



## MECHANICAL

- ▶ Diesel Mechanic
- ▶ Mechanic Light Duty
- ▶ Mechanic Heavy Duty
- ▶ Auto Painter
- ▶ Body Repairer
- ▶ Tire Repairer



## CARPENTRY

- ▶ Furniture
- ▶ Joinery / Assembler
- ▶ Shuttering Carpenter
- ▶ Helper



# WE PROVIDE



## SECURITY GUARD

- ▶ Civil Security Guard
- ▶ Ex-Army Security Guard
- ▶ Ex-Police Security Guard
- ▶ Ex-British Gurkha Guard
- ▶ Gate Keeper
- ▶ Body Guard
- ▶ Security Personnel
- ▶ Watchman



## SUPER MARKET

- ▶ Manager
- ▶ Accountant
- ▶ Supervisor
- ▶ Cashier
- ▶ Salesman
- ▶ Computer Operator



## HOTEL & RESTAURANT

- ▶ Manager
- ▶ Accountant
- ▶ Cook Continental/Indian
- ▶ Chef
- ▶ Cashier
- ▶ Store Keeper
- ▶ Time Keeper
- ▶ Receptionist
- ▶ Steward
- ▶ Waiter / Waitress
- ▶ Bell Boy
- ▶ Cleaney
- ▶ Room Boy
- ▶ Gardener



# WE PROVIDE



## CAREGIVERS

- ▶ Nanny
- ▶ Cleaners
- ▶ House Keeper



## ADMINISTRATIVE

- ▶ Manager
- ▶ Administrative Officer
- ▶ Accountant
- ▶ Camp Boss
- ▶ Administrative Assistant
- ▶ Store Keeper
- ▶ Computer Operator
- ▶ Clerk / Typist
- ▶ Time Keeper



## MEDICAL PERSONNEL

- ▶ Doctors
- ▶ Pharmacists
- ▶ Nurse (Male/Female)
- ▶ Accountant
- ▶ Store Keeper
- ▶ Cashier



## BEAUTY & WELLNESS

- ▶ Beautician
- ▶ Hair Stylist
- ▶ Hair Colorist Specialist
- ▶ Men's Grooming Specialist
- ▶ Makeup Artist
- ▶ Salon Worker
- ▶ Masseuse



# WE PROVIDE



## ELECTRICAL WORK

- ▶ Electrician Industrial
- ▶ Electrician Building
- ▶ Electrical Motor Rewinder
- ▶ Helper



## OPERATOR - DRIVER

- ▶ Heavy Equipment Operator
- ▶ Heavy Duty Driver
- ▶ Light Duty Driver



## MASONRY WORK

- ▶ Marble / Chips
- ▶ Brick / Block / Plaster
- ▶ Steel Fixer
- ▶ Helper



## WELDING WORK

- ▶ Structural Welder
- ▶ Pipe Welder
- ▶ Boilermaker
- ▶ Welder Fabricator
- ▶ Welding Foreman
- ▶ QC Welding Inspector



## PIPING WORK

- ▶ Plumber Industrial
- ▶ Plumber Building
- ▶ Helper



# OUR REPUTABLE CLIENTS



REMAS AMMOUNIYA CO. FOR GENERAL CONSTRUCTION & BUILDING  
شركة رمماس للإنشاءات العامة للمباني السكنية



الأطلسي للإنشاءات ش.م.م.



فايصل مسلم الحبسي للتجارة  
FAISAL MUSLIM AL HABSI TRAD



شركة غرين تكنولوجي للتجارة العامة والمقاولات  
Green Technology General Trading & Contracting Co.



ENGINEERING & CONTRACTING CO. K.S.C.C.  
شركة كي سي سي للهندسة والمقاولات ش.م.م.



مصنع جوهرة الشويخ لأعمال الحديد  
Jawharat Al-Shuwaikh Factory For Steel Works

AL Watanya  
Logistics Co.



شركة الوطنية  
لتقديم الخدمات اللوجستية



شركة الفهرس التجارية ش.م.م.  
INDEX TRADING CO. K.S.C.C.  
فهرس ت.م.م. - شركة



شركة محمد عبد الله العجري  
للخدمات العامة والمقاولات ش.م.م.  
Muhammad Abdullatif Al-Jary  
General Trading & Contracting Co.



## OUR REPUTABLE CLIENTS



**Wendy's**

**DUNKIN'**



شركة الجزيرة اندستريال بروجيكتس  
للتجارة للعلمة والمقاولات ذ.م.ج  
**Al-Jazirah Industrial Projects**  
General Trading & Contracting Co.W.L.L.

شركة باكو لتوصيل الطلبات الاستهلاك  
**Baku Company for Delivery Orders**

شركة صالون هير كلتجر لتجميل السيدات  
**HAIR CULTURE BEAUTY LADIES SALON**



**Manakmana Co.**  
Import & Export Offices



شركة مناكمنا  
لمكاتب الاستيراد والتصدير

شركة  
**Safa International Co.** **SAFA** الصفا الدولية  
Sweets and Confectionery *Safely & Deliciously*  
لحلويات والمعجنات



**MAX DASH** شركة ماكس داش  
FOR CONSUMER DELIVERY لتوصيل الطلبات الاستهلاكية

**AL TEBAH GENERAL CONTRACTING CO. SINCE 1987**  
شركة الطبعة للمقاولات العامة



Eid Taha Trading Group



**MEGA Contractor Building Construction Company**  
شركة ميجا كونتركتور لتشييد المباني





 Sinamangal, Kathmandu, Nepal

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 Kuwait-Sharq, Sami Tower

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Quality Management Systems



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شركة دانا للموارد البشرية الخاصة المحدودة (نيبال)

Nepal Govt. Approved Manpower Supply Agency  
وكالة توريد عمالة معتمدة من حكومة نيبال

Govt. Regd. No.: 337321 / 080 / 081  
Govt. Lic. No.: 1692 / 080 / 081

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danahrnepal@gmail.com

☎️ Hotline: +965-66127408  
✉️ info@dananepal.com  
🌐 www.dananepal.com



**Padam Giri**  
CEO

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📞 Nepal No.: +977-9851175282

# DANA HUMAN RESOURCES NEPAL (PVT. LTD.)

شركة دانا للموارد البشرية الخاصة المحدودة (نيبال)

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