



PROFILE  
M & S INTERNATIONAL  
( ISO 9001 – 2015 )

[www.msint.in](http://www.msint.in)

## **A MESSAGE FROM CHAIRMAN**

Greetings !

It gives me immense pleasure to introduce M & S International (M & S) ,a leading New Delhi , India, based Government approved Overseas Recruitment Company.

M & S offers exclusive services for complete recruitment solutions, both for skilled and unskilled personnel from India to meet the requirements of our clientele from all over the world.

We are engaged in Manpower recruitment business since year 2000 and the approval from Government of India to recruit for overseas countries was obtained in 2005. We at M & S strictly adhere to ethical recruitment procedures & standards laid down by various international bodies. In order to provide our best services at all times we strictly follow our well established recruitment process every time we recruit irrespective of the size of the recruitment . We have obtained ISO 9001 – 2015 (QMS) certificate for our process. .

We deploy experienced professionals who are able to meet our clients' needs at short notice to their utmost satisfaction . Our database consists of verified professionals across all categories for which we conduct trade test, interviews, verify the certificates, license etc. depending upon client's requirements.

We sincerely hope that the information provided in our brief profile addresses all your queries. However if you still require any other information please feel free to contact us and we shall respond ASAP. You may contact us via e-mail at: [info@msint.in](mailto:info@msint.in) or call us at +91-11-41740137

We thank you for giving us the opportunity to share our company's profile and look forward to doing business with your esteemed organization in near future.

Warm Regards

Sandeep Kapoor

Chairman – M & S Group of Companies

Mobile: + 91 9818250688

Email: [sk@mandsgroup.in](mailto:sk@mandsgroup.in)

## ABOUT US

M & S INTERNATIONAL as a recruitment consulting company was incorporated in the year 2000 with the idea of "Leading The Change for The Right Person for The Right Job". The registration to operate as an overseas recruitment and manpower agency from Government of India was issued later vide. No. B-0592/DEL/PER/7355/1000+/5/2005 (Valid up to 14th May 2026). It was established to specialize in complete recruitment process including training, selection, deployment & management of manpower. We recruit professionals, skilled, semi-skilled, and un-skilled Indian workers anywhere in the world.

Our guiding principle in the conduct of our business is to be honest in our dealings with both the client & our recruits.

## OUR OBJECTIVES

Professional headhunters and executive search bureaus have increased in numbers over the years because a lot of companies would rather avoid the tedious task of searching for the right individuals for their job vacancies. Thus, M&S, a well experienced search bureau and staffing agency takes a lot of pride in performing a pivotal role in the success of many companies by providing them complete manpower solutions. "To find the right professional for the right job" is the core objective of our existence.

## OUR VISION

We shall be the acknowledged standard in the manpower recruitment industry across country, occupying a respectable position, capable of providing a wide range of quality services that will respond to the needs of our various arms; the Overseas Indian Workers, Our Foreign Principals, the Government agencies and institutions, and the community as whole.

## OUR MISSION

- We shall set a high standard of service excellence, efficiency and honesty in the conduct of our business.
- We shall maintain a steady growth, always prudent and wise in utilizing available resources in the service of our clients.
- We shall contribute to raising the quality of life of the Indian Overseas Workers.

With this view, we continue to strive to maintain a highly charged, self-driven and worker-oriented team at M & S, cultivate a working condition conducive to provide competitive services, which will ultimately lead to own advancement and fulfillment of M & S International.

## OUR MANAGEMENT TEAM

### **Sandeep Kapoor - Chairman**

Mr. Sandeep Kapoor comes in with more than 30 + years of experience in the Industry. He holds a Bachelor's degree with a specialization in commerce. He started his career by setting up a Contracting company in 1988 thereafter, in the year 1995, expanded the same into a full-fledged construction company.



In the year 2000, he established M & S International, a recruitment company and later on Government of India registration to recruit for overseas companies was obtained in the year 2005. Presently, Mr. Kapoor is actively involved in recruiting for some of the best companies across the Globe. He has successfully executed more than 400 assignments across the industry in International recruitment. He undertakes holistic management of the entire organization including making major corporate decisions, managing the overall operations, Promoting and overseeing the highest standards of corporate governance among many other roles.

### **Siddharth Kapoor – Head, Operations (India)**

Mr. Siddharth Kapoor holds over six years of experience in the industry. He holds a degree in Bachelor of Commerce from the University of Delhi and a Masters of Business Administration specialising in International Human Resource Development and Marketing from FORE School of Management, New Delhi.

He is responsible for entire operations in India including office management, documentation of candidates, visas processing, engagement with foreign embassies, management of deployment process of candidates (complete travel arrangement) to their designated countries.



## OUR MANAGEMENT TEAM

### **Xinxin Liu – Head, Operation (Overseas)**

Mr. Liu has over 30+ years of experience in Human Resource Recruitment. He has a successful record of recruiting eligible human personnel in Middle-East, Eastern Europe, South- East Asia, East Asia, South Asia, Africa, Balkan region and other parts of the world.

He is responsible for business development from overseas clients. He specialises in the entire process of manpower recruitment from Selection of Candidate, Visa Processing, Departure of Employee, administrating post-deployment of employee. He has diverse experience in Power Projects, Civil Infrastructure, Retail, Healthcare to name a few. He is fluent in both English and Chinese language.

### **M.A. Sheikh – Regional Manager (Gulf)**

Mr. M. A. Sheikh has over 15+ years of experience of working in Mega Human Resource Recruitment companies. He has a successful record of recruiting eligible human personnel from India, Nepal, Sri Lanka, Bangladesh, Pakistan and other South- East Asian Nations, African Nations, South Asian region and other parts of the world.

He has diverse experience in hiring of professionals for the Healthcare Industry, Facility Management, Civil Infrastructure, Retail, to name a few.

### **Syed A. Husain –Recruitment Head (India)**

Mr. Syed A. Husain has over 25+ years of experience of recruitment of suitable personnel as per the requirement of Foreign employers. He has worked in The Kingdom of Saudi Arabia and the Republic of Iraq as Head of Human resource for reputed companies.

He has diverse experience in hiring of professionals for the Healthcare Industry, Construction sector, Hospitality, Agriculture, Facility Management, Civil Infrastructure and Retail.

## RECRUITMENT PROCESS

M & S INTERNATIONAL has extensive knowledge and expertise in all phases of overseas recruitment and has consistently exhibited professionalism in its dealings with Foreign Principals and workers. Possessing these capabilities, M&S has a well laid down recruitment process.

### 1. SOURCING / MANPOWER POOLING

M&S maintains a pool of ready-to-leave manpower from across India. It has a huge database of professionals in various fields such as engineers, accountants, financial analysts, technologists, computer operators, doctors, nurses, physical therapists along with welders, electricians, plumbers, heavy equipment operators, carpenters, steel fixers and all kinds of other workers. In case workers not identified/available in our existing pool, M&S shall make all the arrangements for the immediate sourcing/identification of the required workers through advertisements or associate offices from all over India. M & S has employed several professional job head hunters across India to source candidates.

### 2. PRE-SCREENING / SHORTLISTING

Our workers who are recommended for possible overseas employment are carefully screened and rigidly tested. An overall appraisal of their suitability for the job is done through in-depth interviews geared towards gaining a deeper insight to the applicant' s qualification and competence. The applicant' s psychological and intelligence test results are also given considerable weightage in choosing the appropriate workers.

All the credentials submitted by the applicant are properly cross-checked and verified. Three (3) or four (4) qualified applicants for every position are then short-listed and referred to the employer for interview and/or selection.





### 3. TRADE TESTING

Upon the employer' s request, M&S may arrange skill testing designated to test and assess the actual skill required by our principals with credible and accredited government and private institution/trade test center.



### 4. FINAL SELECTION

M&S can provide our client' s representative with all the facilities and assistance in making their final selection fast and efficient. If so desired, M&S can do the final selection of their needed workers for and on behalf of our Foreign Employers with full guarantee on the workers competence and capabilities. Should our clients found them unfit for the employment, our company agrees to provide a replacement, free of charge, inclusive of round trip airfare to and from the job site.



## 5. MEDICAL EXAMINATION

All selected workers are required to undergo and pass the country of employment specific standard medical examinations. The said examination is conducted at approved medical clinics and hospitals to conduct physical and medical examinations. An official written medical report may be provided to the employer wherever mandatory or upon request.



## 6. PROCESSING / DOCUMENTATION

M&S is staffed with competent personnel needed to process the required documents of selected workers. Our documentation specialists personally monitor and ensure the prompt processing for passports, visa endorsements, employment contracts and other related clearances and documentations.





## 7. PRE-DEPARTURE ORIENTATION SEMINAR

To further ensure performance, M&S INTERNATIONAL conducts intensive orientation session to better prepare the workers for the host country' s custom and traditions and psychological demands of the jobs. These sessions include among others the information of the country of destination, principal' s company policy, employment terms and conditions, principal' s expectations of selected workers and other pertinent information.

However, this should not prevent the foreign employer to conduct a comprehensive orientation on their company policies and procedures as well as details of the work coverage and responsibilities of each worker.



## 8. TICKETING AND SEND-OFF SERVICES

Our experienced and efficient documentation officers through our IATA Accredited travel Division can very well handle the airline booking, flight confirmation and final ticketing. We also provide airport assistance to all departing workers at the point of embarkation.

Moreover, our employers are being informed of the scheduled departure well in time as well as right after the departure of workers from India through email, telephone or message, as advised.

As a procedure, we send with the departing workers all the documents and credentials as maybe required by the employers on the job site for other formalities.

We are committed in keeping our applicants and employers regularly updated on the status of the recruitment process. Should any unforeseen development prevent us from delivering our services on time, we will provide all concerned parties timely status information, no matter how difficult it might be so that nobody will be left waiting with false expectations.



## HOW TO RECRUIT FROM INDIA

### PROCEDURE FOR FOREIGN EMPLOYER FROM THE FOLLOWING COUNTRIES

United Arab Emirates (UAE), The Kingdom of Saudi Arabia (KSA), Qatar, Oman, Kuwait, Bahrain, Malaysia, Libya, Jordan, Yemen, Sudan, Afghanistan, Indonesia, Syria, Lebanon, Thailand, Iraq.

1. The foreign employer (FE) needs to first register on Government of India online portal:  
<https://emigrate.gov.in>
2. The FE will receive a username and password upon successful registration using which an online Demand Letter (DL) & Power of Attorney (POA) shall be raised authorizing M&S to recruit on their behalf.
3. Once both DL & POA are raised online both these documents will be auto generated by the portal.
4. The Authorized signatory of FE needs to sign & stamp both the documents duly printed on the company letter head.
5. The scanned copy of the documents shall be to emailed to M&S to start the recruitment process.
6. The original documents shall be sent to M&S by courier.

We shall provide all the required assistance to FE in order to complete the above mentioned process.



### DOCUMENTS REQUIRED FROM FOREIGN EMPLOYER – (for ALL other countries) :

As per regulation of the INDIAN GOVERNMENT, with regards to the recruitment of new Indian workers by Foreign Employer, the latter is required to submit the following documents:

#### 1. DEMAND LETTER

Addressed to M & S INTERNATIONAL from the employer mentioning numbers and categories of workers with salary offered, duty hours and other benefits etc. duly authenticated / attested by respective chamber of Commerce, Ministry of Foreign Affairs and the nearest Indian Embassy / Consulate.

#### 2. POWER OF ATTORNEY

Authorizing M & S INTERNATIONAL to recruit manpower from India and do all the related acts on behalf of the employer, duly authenticated / attested by respective chamber of Commerce, Ministry of Foreign Affairs and the nearest Indian Embassy / Consulate.

#### 3. EMPLOYMENT CONTRACT

Service contract mentioning wages, benefits, restrictions and all the other major employment conditions duly authenticated / attested by respective chamber of Commerce, Ministry of Foreign Affairs and the nearest Indian Embassy / Consulate.

We shall provide the sample demand letter, power of attorney, employment contracts if required by the foreign employer.

# OUR SPECIALITY

## THE COMPLETE HEALTHCARE SECTOR DOCTORS, NURSES, MID-WIFERY & TECHNICIANS



Doctors – General & All Specialties

Nurses – General & All Specialties

Anesthesia Technician

Anesthesiologist Specialist

Cardiac nursing

Clinical Nurse Specialist

Community Health

Critical Care Nursing

Emergency Midwifery

Emergency Nursing

Gastroenterology Nursing

Geriatric Nursing

Intensive Care

Intravenous Therapy Nursing

Lab Technician

Labor-Delivery Nursing

LPN

Medical-Surgical

Neuro-Surgical Nursing

Nurse Practitioner

Nursing Neonatal Nursing

OB-GYN Nursing

Occupational Health Nursing

Oncology

Pediatric Nursing (PICU) (caring for children)

Public Health

Radiographer Technician

Radiologist

Registered Nurse Consultants

Rehabilitation Nursing

Renal-Dialysis Nursing

RN

Surgery / Operating Theatre

Telemetry Nursing

Urology Nursing

VPN

X Ray Technician



# CONSTRUCTION

AC Installer  
AC Repairer  
Asphalt worker  
Carpenter  
Concrete Worker  
Duct Installer  
Duct Insulator  
Earthwork  
Electrician  
Erector  
Gypsum  
Mason  
Painter



Plasterer  
Plasterer Fitter  
Plumber  
Rigger  
Riggers  
Road Surveyors  
Sandblaster  
Scaffolding Worker  
Sheet Metal worker  
Steel Fixer  
Tiler  
Tire man  
Welder





# CONSTRUCTION

Architect  
Auto CAD  
Building Permit engineer  
Chemical Engineer  
Civil Engineer  
Electrical Engineer  
Environment Engineer  
Estimation engineer  
Firefighting maintenance engineer  
Instrumentation technician  
Insulation technician  
Lab Technician  
Land Surveyor  
Machinist



Material Engineer  
MX design Engineer  
Pest control Technician  
Planning engineer  
Process engineer  
Production engineer  
Refrigeration Mechanic  
Road Engineer  
Safety Engineer  
Shift Engineer  
Site Engineer  
Site Project Engineer  
Structural Engineer  
Utility Engineer



# Heavy Equipment Operators & Drivers

AC Paver Operator  
Asphalt Plan Operator  
Back Hoe Operator  
Batching Plan Operator  
Bulldozer Operator  
Chipping Spreader Operator  
Concrete Plan Operator  
Concrete Pump operator  
Crane Operator  
Dump Truck Driver  
Excavator operator



Forklift Operator  
Grader Operator  
Injection Molding operator  
Loader Operator  
Pump Operator  
Roller Operator  
Shovel Operator  
Trailer  
Truck  
Vibrator Operator  
Water Tank Truck Driver

## Mechanical & Engineering; Shipyard & Shipbuilding Manpower

CNC Operator Fitter/ship  
Drill operators  
Lathe operators  
Fabricators  
Iron workers  
Shear cutting workers  
Locksmith  
Welders (TIG, MIG, MAG)  
Pipe Fitters



## Oil & Gas Manpower

Driller  
Drilling Engineer  
Drilling Superintendent  
Field Service Technician  
Maintenance Technician  
Petroleum Engineer  
Plant Operation Engineer  
Wire line Operator



## Information Technology Manpower

Auto Cad Draftsman  
Computer Engineer  
Computer Operator  
Computer Technician  
Consultant/Trainer  
Database Administrator  
Developer / Programmer  
ERP / CRM Specialist  
Graphic Designer  
IT Engineer  
IT Supporter  
IT Technician  
Network System Administrator  
Project Manager  
Supervisory  
System Analyst  
Telecommunications  
Test & Quality Assurance





## Hotel & Restaurant Manpower

Bartender  
Butcher  
Cook  
Counter Attendant  
Dishwasher  
Food Service  
Gardener  
Guest Service Attendant  
Hairdresser  
Hospitality  
Janitor  
Laundry worker  
Nail Maker  
Parking Attendant  
Taxi Driver  
Waiter / Waitress



## Supervisor & Admin

Bird Control Supervisor  
Construction Inspector Manager  
Contract Manager  
Data Entry Clerk  
Dispatcher  
Furniture Production Supervisor  
HSE Supervisor  
Landscaping Manager  
Maintenance Supervisor  
Material Controller  
QC-QA Manager  
Quantity Surveyor  
Refractory supervisor  
Road Construction Project Manager  
Senior Contract Specialist  
Senior Estimator  
Site Coordinator  
Site Medic  
Thermal Insulation supervisor





## Supervisor & Admin Personnel – contd..

Landscaping Manager  
Maintenance Supervisor  
Material Controller  
Office Administrative Assistant  
Office Administrator  
Painting Inspector  
Project Manager  
Site Coordinator  
Site Medic  
Thermal Insulation supervisor  
Translator/Interpreter  
Warehouse Man  
Workshop Manager



## Manufacturing

Aluminum & Glass worker  
Assembler  
Carry Man  
Electronic worker  
Electronic Worker  
Machine Cleaner  
Mold Cleaner  
Processing worker  
Storekeeper  
Tailor  
Textile worker  
Tire tube repairer





## Agriculture Manpower

Agricultural Engineer  
Animal Care  
Farmer  
Farming Operator  
General Worker  
Greenhouse Worker

## Retails Manpower

Delivery Staff  
Sales online Staff  
Staff in Retail Stores  
Staff in Retail Super Market

## Mining Manpower

Blasting  
Construction of underground mines  
Construction of underground works  
Exploration Drilling - Survey  
Helper  
Mining  
Open Pit Mining  
Pit Mining  
Power Systems  
The Electric Fields

## Childcare & Home Support

Baby sitter  
Cleaner  
Housemaid  
Helper

## Security Manpower

Escort  
Guards Duty  
Protecting events  
Security Guards



# REGISTRATION CERTIFICATE

  
सत्यमेव जयते


Government of India  
Ministry of Overseas Indian Affairs

**REGISTRATION CERTIFICATE**

ISSUED UNDER SECTION 11 OF THE  
EMIGRATION ACT, 1983

-9-

RC issued in lieu of  
form RE-No. 4690/DEL/PER/  
5/7353/2005

  
Ministry of Overseas Indian Affairs  
New Delhi

Male-CERTIFICATE NO. B - 592/DEL/  
PER/11001/5/7353/2005 Form - V


GOVERNMENT OF INDIA  
MINISTRY OF OVERSEAS INDIAN AFFAIRS  
CERTIFICATE  
[ See rule 10 (2) ]

With reference to the application dated 22-12-2005  
for grant of a Certificate under Section 10 of the Emigration Act,  
1983 to commence or carry on the business of recruitment for  
deployment of Indian workers with foreign employers,  
M/s. M. S. International  
I hereby granted the said certificate effective from the date  
of issue of this certificate, subject to the following terms and  
conditions, namely:-

-1/-

SPACE FOR RECORDING CHANGE OF OFFICE ADDRESS/ BRANCH  
OFFICE/RECRUITMENT CENTRE/CHANGE OF DIRECTOR/PARTNER  
ETC./ENHANCEMENT/ANY OTHER CHANGE NOT SPECIFIED  
ELSEWHERE.


Shifting of office to  
131, 1st floor, US Complex, Udhyareshwari  
Mahila Sahkari Samiti Ltd, 128, Mathura  
Road, Opp. Apollo Hospital, Delhi-16


  
उत्प्रवासी महासंरक्षी  
Protector General of Emigrants

SPACE FOR RECORDING RENEWAL OF THE CERTIFICATE FROM  
TIME TO TIME

Validity of the Registration  
Certificate extended up to  
**14.05.2026**

Protector General of Emigrants

  
उत्प्रवासी महासंरक्षी  
Protector General of Emigrants  
23.06.2021



# IATA ACCREDITATION CERTIFICATE



## Certificate of Accreditation

IATA is proud to certify that

**M & S INTERNATIONAL**

**M & S INTERNATIONAL**  
NEW DELHI, India

has met the professional standards of the **International Air Transport Association**  
to promote and sell international air passenger transportation.

IATA code: 14325986

Validate online at: [checkcode.com](https://checkcode.com)

Certificate validity: 2024

Accreditation Type: GoLite



Muhammad Albakri  
Senior Vice President, Customer,  
Financial and Digital Services  
IATA



Minifred Yoong  
Regional Director, Distribution & Payment  
Customer, Financial & Digital Services,  
Asia Pacific





# ISO CERTIFICATE

## Certificate of Registration

This is to Certify That  
Quality Management System of

**M&S INTERNATIONAL**

UDYOG SHEEL MAHILA SEHKARI SAMITI LTD, FLAT NO-131, FIRST FLOOR, 120  
MATHURA RAOD, OPP APOLLO HOSPITAL, SOUTH DELHI, DELHI- 110076, INDIA

has been assessed and found to conform to the requirements of

**ISO 9001:2015**

for the following scope :

HUMAN RESOURCE SERVICES, TRAINING & RECRUITMENT CONSULTANCY.

Certificate No : 24MEQPT51  
Initial Registration Date : 15/02/2024 Issuance Date : 15/02/2024  
Date of Expiry : 14/02/2027  
1st Surve. Due : 15/01/2025 2nd Surve. Due : 15/01/2026



  
DIRECTOR

**Magnitude Management Services Pvt. Ltd.**

Third Floor, A-60, Sector-2, Noida, Gautam Budh Nagar, U.P.-201301, India. e-mail: [info@mmscertification.com](mailto:info@mmscertification.com), website: [www.mmscertification.com](http://www.mmscertification.com)

\*Subject to Successful Surveillance Audit in case Surveillance audit is not allowed to be conducted, this certificate shall be suspended/withdrawn

Certificate Verification: Please Re-check the validity of certificate at <http://www.mmscertification.com/activeclients.aspx> or [www.mmscertification.com](http://www.mmscertification.com) at Active Clients.  
Certificate is the property of Magnitude Management Services Pvt. Ltd. and shall be returned immediately when demanded.



# GROUP COMPANIES



## M & S INTERNATIONAL (TRAVEL DIVISION)

Email: [info@msholidays.in](mailto:info@msholidays.in)

Website: [www.msholidays.in](http://www.msholidays.in)



## M & S SKILL DEVELOPMENT & TRAINING

Email: [info@mssdt.in](mailto:info@mssdt.in)

Website: [www.mssdt.in](http://www.mssdt.in)



## SANDESM INVESTMENTS LLP

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