

سيكوس ترافلس مانيجمانت

Cecos Travels Management





www.cecostravels.com

Our Vision

To become the Energetic, Customer Satisfied & Number one service provider in Sri Lanka in the field of Foreign Employment.

Our Mission

Provide an excellent customer service within an affordable cost to our loyal customers





About Sri Lanka

Sri Lanka has a population of around 22 million (2020) and is a multinational state, home to diverse cultures, languages, and ethnicities. The Sinhalese are the majority of the nation's population. The Tamils, who are a large minority group, have also played an influential role in the island's history. Other long established groups include the Moors, the Burghers, the Malays, the Chinese, and the indigenous Vedda.



About Sri Lanka



His Excellency Ranil WickremesinghePresident of Sri Lanka

Since 21 July 2022. He also holds the position of Minister of Finance of Sri Lanka. He has been the leader of the centre-right United National Party since 1994.



Hon. Dinesh Gunawardena Prime Minister of Sri Lanka

Since 22 July 2022. He also holds the positions of Minister of Public Administration, Home Affairs, Provincial Councils and Local Government.



Hon. Manusha NanayakkaraMinister of Labour and Foreign Employment of Sri Lanka

Since 22 July 2022. The ministry is responsible for labour, foreign employment services, formulating and implementing national policy on labour and other subjects which come under its purview.





Message from the Chairman

Our Valued Clients:

The birth of CECOS Travels Management was, in fact, a recognition of the Sri Lankan worker of today as a vital asset of the country and in response to the present scenario of the Sri Lankans where jobs are gradually waning and an increasing number of the Sri Lankans are trying their luck abroad. Sri Lanka overseas migration has become a pair of crutches for the local economy, addressing two main objectives - to ease the unemployment situation and to generate foreign revenues to fuel the faltering economy.

While this fact about the increasing demand for overseas employment opens opportunities to many local recruitment agencies, CECOS Travels Management shall endeavor to introduce unique strategies to post itself on a higher level among others.



Our commitment goes far beyond quality of employment. it shall streamline its operation into a much wider scale with the use of modern technology and computerized systems for advancing its marketing and recruitment base.

It shall seek to set the standard for excellence, leadership and credibility in the overseas recruitment industry and in all its endeavors by providing services that meet our clients' expectations in terms of quality, quantity, timeliness and cost effectiveness. CECOS Travels Management shall be fully committed in supplying the manpower requirements of its clients with reasonable dispatch, efficiency and integrity.

Your quality assurance is borne by our own highly qualified officials and personnel in modern testing and evaluation methodologies. At the early stage of its inception, it already maintains an active pool of a substantial number of pre-screened candidates for placement in a vast range of job categories in our internal manpower data bank. The nationwide linkage established by its present officers made referrals made easy.

At this juncture, in behalf of the officers and staff of the agency, I would like to offer our services in addressing the current shortage of manpower in your facility by way of facilitating the recruitment of qualified personnel truly exacting your requirements.

Again, thank you very much and I look forward to discussing with you in person the details of our Service. you may get in touch with us at **(+94) 112 690051** or you may reach us at our E-mail Address **info@cecostravels.com** Assuring you of our best attention at all times I remain.

Sincerely, **Abdul Careem Anver Sathath**





Who are we?

We take this opportunity of introducing ourselves as one of the upcoming Recruiting Agencies, approved by the Sri Lanka Bureau of Foreign Employment.

Cecos Travels & Management was founded in Sri Lanka, in 2007 to provide service in the market of foreign employment

OUR PROSPECTUS:

- 1. The workers supplied by will be on 90 days probation basis, during the probation period if any worker found not conforming to the job specification they are assigned or anyone found to be Medically unfit then, We replace them at our expense.
- 2. The arrival of workers is assured with 30-45 working days from receipts of complete recruitments duly attested by appropriates authorities in the kingdom. However, in many occasions, even with number of workers required by any clients, the first batch of workers are deployed to job site within the 25 working day period from receipt of Initial, Job Order and recruitment documents.
- 3. Any authorised representative of the client, deputed to Sri Lanka to finalise selection and recruitment of at least 100 workers or above, shall be, provide first class hotel accommodation and transportation during his stay in Sri Lanka.

We are hoping that our offer shall merit your favourable consideration and looking forward for cordial and productive business relationship.

BASIC TERMS AND CONDITIONS:

Food and Accommodation: The employer shall provide free or in lieu, a monthly Food Allowance and Free

Accommodation.

2. Medical Services: Free Medical Service including Medicines for work related injuries or sickness, shall

be provided by the employer.

3. Working Hours: Eight(8) hours a day, 48 hours per week or 6 days work per week with one (1) day rest,

with in a week.

4. Overtime: As per the company policies

5. Annual Leave: Fifteen (15) days Entitle on completion of twelve (12) months continuous service.

All other terms and conditions according to Saudi Labour law.

6. Transportation: The employer provide free transportation service or transport allowance.





Administration Flow Chart Chairman **Secretary Managing Director** Overseas Manager **Administration Manager Accountant Assistant Accountant** General Clerk Data Bank In-Charge Computer Operator Field Officer Office Assistant Security Guards





Available Category

| Category Minimum Wages SR LABOURERS 850-900 FEMALE CLEANERS / JANITORS 800-900 FARMERS / GARDENERS/ PORTERS 1000-1100 MASON / CARPENTER / PAINTER / BAR BENDER 1000-1200 ELECTRICIAN / WELDER / PLUMBER 1000-1200 TECHNICIAN: ELECTRICAL / ELECTRONIC / AIR CONDITION / T.PHONE 1400-1600 FIREMAN 1600-1800 SURVEYORS 3000-3500 SUPERVISORS: CIVIL / MECHANICAL / AGRI / ELECT/ ELECTRO 2200-2500 DRIVERS: LIGHT VEHICLE / FORKLIFT OPERATOR 1000-1200 DRIVERS: HEAVY VEHICLE / SCAMMEL 1200-1300 SUPERVISOR: SECURITY / LAUNDRY / CLEANING 1200-1400 ENGINEERS: CIVIL / MECHANIC 4500-5500 ENGINEERS: ELECTRICAL & ELECTRONICS 4500-5500 ACCOUNTANT 2500-3000 OPERATOR: TELEX / TELEPHONE 1200-1300 TYPIST / CLERK 1000-1200 COMPUTER OPERATOR / DATA ENTRY 1200-1300 COMPUTER PROGRAMMER 1800-2500 COOK 1500-2000 PROJECT MANAGER 3000-3500 WORKSHOP MANAGER 2500-3000 | | |
|--|---|------------------|
| FEMALE CLEANERS / JANITORS 800-900 FARMERS / GARDENERS / PORTERS 1000-1100 MASON / CARPENTER / PAINTER / BAR BENDER 1000-1200 ELECTRICIAN / WELDER / PLUMBER 1000-1200 TECHNICIAN: ELECTRICAL / ELECTRONIC / AIR CONDITION / T.PHONE 1400-1600 FIREMAN 1600-1800 SURVEYORS 3000-3500 SUPERVISORS: CIVIL / MECHANICAL / AGRI / ELECT/ ELECTRO 2200-2500 DRIVERS: LIGHT VEHICLE / FORKLIFT OPERATOR 1000-1200 DRIVERS: HEAVY VEHICLE / SCAMMEL 1200-1300 SUPERVISOR: SECURITY / LAUNDRY / CLEANING 1200-1400 ENGINEERS: CIVIL / MECHANIC 4500-5500 ENGINEERS: ELECTRICAL & ELECTRONICS 4500-5500 ACCOUNTANT 2500-3000 OPERATOR: TELEX / TELEPHONE 1200-1300 TYPIST / CLERK 1000-1200 COMPUTER OPERATOR / DATA ENTRY 1200-1300 COMPUTER PROGRAMMER 1800-2500 COOK 1500-2000 PROJECT MANAGER 2500-3000 ARCHITECTURE 2500-3000 CHIEF ACCOUNTANT 3000-4500 | Category | Minimum Wages SR |
| FARMERS / GARDENERS/ PORTERS 1000-1100 MASON / CARPENTER / PAINTER / BAR BENDER 1000-1200 ELECTRICIAN / WELDER / PLUMBER 1000-1200 TECHNICIAN: ELECTRICAL / ELECTRONIC / AIR CONDITION / T.PHONE 1400-1600 FIREMAN 1600-1800 SURVEYORS 3000-3500 SUPERVISORS: CIVIL / MECHANICAL / AGRI / ELECT/ ELECTRO 2200-2500 DRIVERS: LIGHT VEHICLE / FORKLIFT OPERATOR 1000-1200 DRIVERS: HEAVY VEHICLE / SCAMMEL 1200-1300 SUPERVISOR: SECURITY / LAUNDRY / CLEANING 1200-1400 ENGINEERS: CIVIL / MECHANIC 4500-5500 ENGINEERS: ELECTRICAL & ELECTRONICS 4500-5500 ACCOUNTANT 2500-3000 OPERATOR: TELEX / TELEPHONE 1200-1300 TYPIST / CLERK 1000-1200 COMPUTER OPERATOR / DATA ENTRY 1200-1300 COMPUTER PROGRAMMER 1800-2500 COOK 1500-2000 PROJECT MANAGER 3000-3500 WORKSHOP MANAGER 2500-3000 CHIEF ACCOUNTANT 3000-4500 | LABOURERS | 850-900 |
| MASON / CARPENTER / PAINTER / BAR BENDER 1000-1200 ELECTRICIAN / WELDER / PLUMBER 1000-1200 TECHNICIAN: ELECTRICAL / ELECTRONIC / AIR CONDITION / T.PHONE 1400-1600 FIREMAN 1600-1800 SURVEYORS 3000-3500 SUPERVISORS: CIVIL / MECHANICAL / AGRI / ELECT/ ELECTRO 2200-2500 DRIVERS: LIGHT VEHICLE / FORKLIFT OPERATOR 1000-1200 DRIVERS: HEAVY VEHICLE / SCAMMEL 1200-1300 SUPERVISOR: SECURITY / LAUNDRY / CLEANING 1200-1400 ENGINEERS: CIVIL / MECHANIC 4500-5500 ENGINEERS: ELECTRICAL & ELECTRONICS 4500-5500 ACCOUNTANT 2500-3000 OPERATOR: TELEX / TELEPHONE 1200-1300 TYPIST / CLERK 1000-1200 COMPUTER OPERATOR / DATA ENTRY 1200-1300 COMPUTER PROGRAMMER 1800-2500 COOK 1500-2000 PROJECT MANAGER 3000-3500 WORKSHOP MANAGER 2500-3000 CHIEF ACCOUNTANT 3000-4500 | FEMALE CLEANERS / JANITORS | 800-900 |
| ELECTRICIAN / WELDER / PLUMBER 1000-1200 TECHNICIAN: ELECTRICAL / ELECTRONIC / AIR CONDITION / T.PHONE 1400-1600 FIREMAN 1600-1800 SURVEYORS 3000-3500 SUPERVISORS: CIVIL / MECHANICAL / AGRI / ELECT/ ELECTRO 2200-2500 DRIVERS: LIGHT VEHICLE / FORKLIFT OPERATOR 1000-1200 DRIVERS: HEAVY VEHICLE / SCAMMEL 1200-1300 SUPERVISOR: SECURITY / LAUNDRY / CLEANING 1200-1400 ENGINEERS: CIVIL / MECHANIC 4500-5500 ENGINEERS: ELECTRICAL & ELECTRONICS 4500-5500 ACCOUNTANT 2500-3000 OPERATOR: TELEX / TELEPHONE 1200-1300 TYPIST / CLERK 1000-1200 COMPUTER OPERATOR / DATA ENTRY 1200-1300 COMPUTER PROGRAMMER 1800-2500 COOK 1500-2000 PROJECT MANAGER 3000-3500 WORKSHOP MANAGER 2500-3000 CHIEF ACCOUNTANT 3000-4500 | FARMERS / GARDENERS/ PORTERS | 1000-1100 |
| TECHNICIAN: ELECTRICAL / ELECTRONIC / AIR CONDITION / T.PHONE 1400-1600 FIREMAN 1600-1800 SURVEYORS 3000-3500 SUPERVISORS: CIVIL / MECHANICAL / AGRI / ELECT/ ELECTRO 2200-2500 DRIVERS: LIGHT VEHICLE / FORKLIFT OPERATOR 1000-1200 DRIVERS: HEAVY VEHICLE / SCAMMEL 1200-1300 SUPERVISOR: SECURITY / LAUNDRY / CLEANING 1200-1400 ENGINEERS: CIVIL / MECHANIC 4500-5500 ENGINEERS: ELECTRICAL & ELECTRONICS 4500-5500 ACCOUNTANT 2500-3000 OPERATOR: TELEX / TELEPHONE 1200-1300 TYPIST / CLERK 1000-1200 COMPUTER OPERATOR / DATA ENTRY 1200-1300 COMPUTER PROGRAMMER 1800-2500 COOK 1500-2000 PROJECT MANAGER 3000-3500 WORKSHOP MANAGER 2500-3000 ARCHITECTURE 2500-3000 CHIEF ACCOUNTANT 3000-4500 | MASON / CARPENTER / PAINTER / BAR BENDER | 1000-1200 |
| FIREMAN 1600-1800 SURVEYORS 3000-3500 SUPERVISORS: CIVIL / MECHANICAL / AGRI / ELECT/ ELECTRO 2200-2500 DRIVERS: LIGHT VEHICLE / FORKLIFT OPERATOR 1000-1200 DRIVERS: HEAVY VEHICLE / SCAMMEL 1200-1300 SUPERVISOR: SECURITY / LAUNDRY / CLEANING 1200-1400 ENGINEERS: CIVIL / MECHANIC 4500-5500 ENGINEERS: ELECTRICAL & ELECTRONICS 4500-5500 ACCOUNTANT 2500-3000 OPERATOR: TELEX / TELEPHONE 1200-1300 TYPIST / CLERK 1000-1200 COMPUTER OPERATOR / DATA ENTRY 1200-1300 COMPUTER PROGRAMMER 1800-2500 COOK 1500-2000 PROJECT MANAGER 3000-3500 WORKSHOP MANAGER 2500-3000 ARCHITECTURE 2500-3000 CHIEF ACCOUNTANT 3000-4500 | ELECTRICIAN / WELDER / PLUMBER | 1000-1200 |
| SURVEYORS 3000-3500 SUPERVISORS: CIVIL / MECHANICAL / AGRI / ELECT/ ELECTRO 2200-2500 DRIVERS: LIGHT VEHICLE / FORKLIFT OPERATOR 1000-1200 DRIVERS: HEAVY VEHICLE / SCAMMEL 1200-1300 SUPERVISOR: SECURITY / LAUNDRY / CLEANING 1200-1400 ENGINEERS: CIVIL / MECHANIC 4500-5500 ENGINEERS: ELECTRICAL & ELECTRONICS 4500-5500 ACCOUNTANT 2500-3000 OPERATOR: TELEX / TELEPHONE 1200-1300 TYPIST / CLERK 1000-1200 COMPUTER OPERATOR / DATA ENTRY 1200-1300 COMPUTER PROGRAMMER 1800-2500 COOK 1500-2000 PROJECT MANAGER 3000-3500 WORKSHOP MANAGER 2500-3000 ARCHITECTURE 2500-3000 CHIEF ACCOUNTANT 3000-4500 | TECHNICIAN: ELECTRICAL / ELECTRONIC / AIR CONDITION / T.PHONE | 1400-1600 |
| SUPERVISORS: CIVIL / MECHANICAL / AGRI / ELECT/ ELECTRO 2200-2500 DRIVERS: LIGHT VEHICLE / FORKLIFT OPERATOR 1000-1200 DRIVERS: HEAVY VEHICLE / SCAMMEL 1200-1300 SUPERVISOR: SECURITY / LAUNDRY / CLEANING 1200-1400 ENGINEERS: CIVIL / MECHANIC 4500-5500 ENGINEERS: ELECTRICAL & ELECTRONICS 4500-5500 ACCOUNTANT 2500-3000 OPERATOR: TELEX / TELEPHONE 1200-1300 TYPIST / CLERK 1000-1200 COMPUTER OPERATOR / DATA ENTRY 1200-1300 COMPUTER PROGRAMMER 1800-2500 COOK 1500-2000 PROJECT MANAGER 3000-3500 WORKSHOP MANAGER 2500-3000 ARCHITECTURE 2500-3000 CHIEF ACCOUNTANT 3000-4500 | FIREMAN | 1600-1800 |
| DRIVERS: LIGHT VEHICLE / FORKLIFT OPERATOR 1000-1200 DRIVERS: HEAVY VEHICLE / SCAMMEL 1200-1300 SUPERVISOR: SECURITY / LAUNDRY / CLEANING 1200-1400 ENGINEERS: CIVIL / MECHANIC 4500-5500 ENGINEERS: ELECTRICAL & ELECTRONICS 4500-5500 ACCOUNTANT 2500-3000 OPERATOR: TELEX / TELEPHONE 1200-1300 TYPIST / CLERK 1000-1200 COMPUTER OPERATOR / DATA ENTRY 1200-1300 COMPUTER PROGRAMMER 1800-2500 COOK 1500-2000 PROJECT MANAGER 3000-3500 WORKSHOP MANAGER 2500-3000 ARCHITECTURE 2500-3000 CHIEF ACCOUNTANT 3000-4500 | SURVEYORS | 3000-3500 |
| DRIVERS: HEAVY VEHICLE / SCAMMEL 1200-1300 SUPERVISOR: SECURITY / LAUNDRY / CLEANING 1200-1400 ENGINEERS: CIVIL / MECHANIC 4500-5500 ENGINEERS: ELECTRICAL & ELECTRONICS 4500-5500 ACCOUNTANT 2500-3000 OPERATOR: TELEX / TELEPHONE 1200-1300 TYPIST / CLERK 1000-1200 COMPUTER OPERATOR / DATA ENTRY 1200-1300 COMPUTER PROGRAMMER 1800-2500 COOK 1500-2000 PROJECT MANAGER 3000-3500 WORKSHOP MANAGER 2500-3000 ARCHITECTURE 2500-3000 CHIEF ACCOUNTANT 3000-4500 | SUPERVISORS: CIVIL / MECHANICAL / AGRI / ELECT/ ELECTRO | 2200-2500 |
| SUPERVISOR: SECURITY / LAUNDRY / CLEANING 1200-1400 ENGINEERS: CIVIL / MECHANIC 4500-5500 ENGINEERS: ELECTRICAL & ELECTRONICS 4500-5500 ACCOUNTANT 2500-3000 OPERATOR: TELEX / TELEPHONE 1200-1300 TYPIST / CLERK 1000-1200 COMPUTER OPERATOR / DATA ENTRY 1200-1300 COMPUTER PROGRAMMER 1800-2500 COOK 1500-2000 PROJECT MANAGER 3000-3500 WORKSHOP MANAGER 2500-3000 ARCHITECTURE 2500-3000 CHIEF ACCOUNTANT 3000-4500 | DRIVERS: LIGHT VEHICLE / FORKLIFT OPERATOR | 1000-1200 |
| ENGINEERS: CIVIL / MECHANIC 4500-5500 ENGINEERS: ELECTRICAL & ELECTRONICS 4500-5500 ACCOUNTANT 2500-3000 OPERATOR: TELEX / TELEPHONE 1200-1300 TYPIST / CLERK 1000-1200 COMPUTER OPERATOR / DATA ENTRY 1200-1300 COMPUTER PROGRAMMER 1800-2500 COOK 1500-2000 PROJECT MANAGER 3000-3500 WORKSHOP MANAGER 2500-3000 ARCHITECTURE 2500-3000 CHIEF ACCOUNTANT 3000-4500 | DRIVERS: HEAVY VEHICLE / SCAMMEL | 1200-1300 |
| ENGINEERS: ELECTRICAL & ELECTRONICS 4500-5500 ACCOUNTANT 2500-3000 OPERATOR: TELEX / TELEPHONE 1200-1300 TYPIST / CLERK 1000-1200 COMPUTER OPERATOR / DATA ENTRY 1200-1300 COMPUTER PROGRAMMER 1800-2500 COOK 1500-2000 PROJECT MANAGER 3000-3500 WORKSHOP MANAGER 2500-3000 ARCHITECTURE 2500-3000 CHIEF ACCOUNTANT 3000-4500 | SUPERVISOR: SECURITY / LAUNDRY / CLEANING | 1200-1400 |
| ACCOUNTANT 2500-3000 OPERATOR: TELEX / TELEPHONE 1200-1300 TYPIST / CLERK 1000-1200 COMPUTER OPERATOR / DATA ENTRY 1200-1300 COMPUTER PROGRAMMER 1800-2500 COOK 1500-2000 PROJECT MANAGER 3000-3500 WORKSHOP MANAGER 2500-3000 ARCHITECTURE 2500-3000 CHIEF ACCOUNTANT 3000-4500 | ENGINEERS: CIVIL / MECHANIC | 4500-5500 |
| OPERATOR: TELEX / TELEPHONE 1200-1300 TYPIST / CLERK 1000-1200 COMPUTER OPERATOR / DATA ENTRY 1200-1300 COMPUTER PROGRAMMER 1800-2500 COOK 1500-2000 PROJECT MANAGER 3000-3500 WORKSHOP MANAGER 2500-3000 ARCHITECTURE 2500-3000 CHIEF ACCOUNTANT 3000-4500 | ENGINEERS: ELECTRICAL & ELECTRONICS | 4500-5500 |
| TYPIST / CLERK 1000-1200 COMPUTER OPERATOR / DATA ENTRY 1200-1300 COMPUTER PROGRAMMER 1800-2500 COOK 1500-2000 PROJECT MANAGER 3000-3500 WORKSHOP MANAGER 2500-3000 ARCHITECTURE 2500-3000 CHIEF ACCOUNTANT 3000-4500 | ACCOUNTANT | 2500-3000 |
| COMPUTER OPERATOR / DATA ENTRY 1200-1300 COMPUTER PROGRAMMER 1800-2500 COOK 1500-2000 PROJECT MANAGER 3000-3500 WORKSHOP MANAGER 2500-3000 ARCHITECTURE 2500-3000 CHIEF ACCOUNTANT 3000-4500 | OPERATOR: TELEX / TELEPHONE | 1200-1300 |
| COMPUTER PROGRAMMER 1800-2500 COOK 1500-2000 PROJECT MANAGER 3000-3500 WORKSHOP MANAGER 2500-3000 ARCHITECTURE 2500-3000 CHIEF ACCOUNTANT 3000-4500 | TYPIST / CLERK | 1000-1200 |
| COOK 1500-2000 PROJECT MANAGER 3000-3500 WORKSHOP MANAGER 2500-3000 ARCHITECTURE 2500-3000 CHIEF ACCOUNTANT 3000-4500 | COMPUTER OPERATOR / DATA ENTRY | 1200-1300 |
| PROJECT MANAGER 3000-3500 WORKSHOP MANAGER 2500-3000 ARCHITECTURE 2500-3000 CHIEF ACCOUNTANT 3000-4500 | COMPUTER PROGRAMMER | 1800-2500 |
| WORKSHOP MANAGER 2500-3000 ARCHITECTURE 2500-3000 CHIEF ACCOUNTANT 3000-4500 | СООК | 1500-2000 |
| ARCHITECTURE 2500-3000 CHIEF ACCOUNTANT 3000-4500 | PROJECT MANAGER | 3000-3500 |
| CHIEF ACCOUNTANT 3000-4500 | WORKSHOP MANAGER | 2500-3000 |
| | ARCHITECTURE | 2500-3000 |
| NURSE MALE / FEMALE 1800-2000 | CHIEF ACCOUNTANT | 3000-4500 |
| | NURSE MALE / FEMALE | 1800-2000 |

Note:

- 1. The above salary are prevailing for Sri Lankan Workers.
- 2. The Employer shall provide free food and Accommodation for;

SKILLED AND HIGH SKILLED RS. 200 | EXECUTIVES CATEGORIES RS. 250





Official Identity Cards



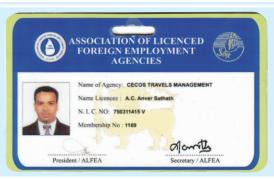
IMPORTANT:

- This pass is issued for carrying passport of migrant employees between agency and SLBFE.
- The pass is valid only for one (01) year from the date of
- Please return if found to Sri Lanka Bureau of Foreign Employment, No.234, Denzil Kobbeakaduwa Mawatha, Koswatte, Battaramulla.

Actg. General Manager SLBFE

Date of issue: 17.08.2007

SRI LANKA BUREAU OF FOREIGN EMPLOYMENT IDENTITY CARD



IMPORTANT

- 1. If found please return to ALFEA, 69, Maligawatte Road, Colombo 10. Tel: 2336661/2
- 2. This Identity Card is the property of ALFEA.
- 3. Holder can produce it to establish identity
- regarding Foreign Employment work / ALFEA Meetings
 4. This identity Card is issued with the concurrence of Sri Lanka
- Bureau of Foreign Employment (SLBFE Act 21 of 1985) 5. This Identity Card is issued to a valid licence holder.
- 6. This Identity Card is not transferable.
- 7. This Identity Card will be valid until the member

13.09.2007 Date of Issue:



ALFEA MEMBERSHIP IDENTITY CARD



MR. A.C.A. SATHATH

Licence No

2258

Date of Issue

03RD JULY 2007

Validity of this Entry Pass is only for two years with effect from 01.09.2007

KINGDOM OF SAUDI ARABIA EMBASSY ENTRY PASS





SLBFE Approved License

FORM 'A'

Licence No: 2258



LICENCE TO CARRY ON THE BUSINESS



| No. 21/23, Rodney Street, | (Name of Applicant) Dr. N.M. Perera Mawatha, Colombo 08 is hereby |
|---|--|
| | ka Bureau of Foreign Employment Act. No. 21 of 1985 to carry on a |
| ne business of a Foreign Employment Agency. The rom the First day of July | his licence is not transferable and shall be in force for a period of 12 months 2022 |
| om the day or | |
| | |
| | CECOS TRAVELS MANACEMENT |
| | CECOS TRAVELS MANAGEMENT Mr Abdul Careem Anver Sathath |
| Name of Person in-charge of Business : | Me Abdul Caraom Annas Sathath |
| Name of Person in-charge of Business : Amount of fee paid : | Mr Abdul Careem Anver Sathath Rs. Fifty Thousand Only 28th July 2022 |
| Name of Person in-charge of Business : Amount of fee paid : | Mr Abdul Careem Anver Sathath Rs. Fifty Thousand Only |
| Name of Person in-charge of Business : Amount of fee paid : | Mr Abdul Careem Anver Sathath Rs. Fifty Thousand Only 28th July 2022 (the date of issue) |
| Name of Person in-charge of Business : Amount of fee paid : | Mr Abdul Careem Anver Sathath Rs. Fifty Thousand Only 28th July 2022 |

(Not valid without seal)



Sri Lanka Bureau of Foreign Employment





ALFEA Approved License



Association of Licensed Foreign Employment Agencies

(Constituted Under Section 54 of Sri Lanka Bureau of Foreign Employement Act No:21 of 1985) (By Order Published in the Gazette Extraordinary No 521/12 of Democratic Socialist Republic of Sri Lanka On 1988 August 31) (Exclusively Empowered to Formulate a Code of Good Conduct For Licensees and to Ensure Enforcement of it by Section 55(d) of SLBFE Act) (Finances are Audited by the Auditor General of Sri Lanka)

Compliance to Code of Good Conduct



Cecos Travels Management

No.161 Dr. N. P. perera Mawatha, Cotta Road , Borella, Colombo 8 Email : info@cecostravels.com, Tel: +94773292091

Member of The Association of Licenced Foreign Employment Agencies Pledged to Comply with Code of Good Conduct Sharing Industry Information via www.alfea.lk in Cross Border Recruitment

This Compliance Certificate is Valid Until Sept. 30, 2019

SLBFE License 2258

Issued Under the Exclusive Authority Vested By Section 55(d) of Sri Lanka Bureau of Foreign
Employment Act No 21 of 1985

This Certificate Should Be Displayed in the Business Premises for Public View





Secretary



President



Treasurer





IOM Participation Certificate

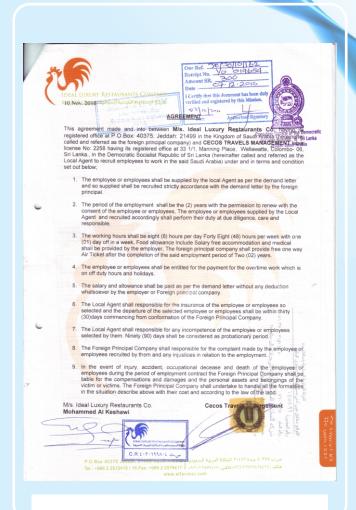






Documents Needed to Submit Embassy





AGREEMENT





Documents Needed to Submit Embassy



سنفارة جمهورية سريلانكا الدعوقراطية الاشتراكية EMBASSY OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA

Form: Agency/Company/Workers/Male/Female Registration No. RD/CA/10/0859

> CERTIFICATE OF REGISTRATION RECRUITMENT OF MALE/FEMALE WORKERS FROM SRI LANKA

This is to certify that M/S Al Ewan Medical Company, P.O.BOX 90819, Riyadh 11623, registered with this Embassy on 17/10/2010 under the worker Employment Registration System and has been authorized to deal with the following agency of their own choice for recruitment under the above Agency.

01. M/S Cecos Travel Management. LL No. 2258

DALW Nimal R. Ranawaka Counsellor (E & W) For Ambassador

Date: 17/10/2010

SRI LANKAN EMBASSY ATTESTED **COVERING LETTER**



ptember 20, 2010

AI-EWAN MEDICAL COMPANY

Date 17/10/2016

Ref.: NN/ROTH/002

RDICA10/0859/13/98

1/NO98310

DEMAND LETTER

M/s. CECOS TRAVELS MANAGEMENT LIC# 2258 No. 33, Manning Place Wellawatte

Colombo - 06 SRI LANKA

Dear Sir

We hereby authorize you as per the Power of Attorney issued in your favour to recruit the following Sri Lankan workers on the terms and conditions given below against Visa No. 1102561656 dated 14/08/1431H.

| S.No. | Catego | ry | Qty | Salary (SR) |
|-------|-------------------------|----------------------|-----|-------------|
| 1 | Auto Mechanic Diesel | میکاتیکی سیارات دیزل | 01 | 1,200 |
| 2 | Hydraulic Technician | فنى ھيدروليكى | 03 | 1,500 |
| 3 | Painter & Tinker | دهان و سمكري سيارات | 04 | 1,200 |
| 4 | Puncture man | بنشري | 05 | 800 |
| 5 | Pest Control Engineer | مهندس مكافحة حشرات | 01 | 2,000 |
| 6 | Pest Control Technician | فنى مكافحة حشرات | 02 | 1,000 |
| 7 | Cleaning Supervisor | مشرف نظافة | 15 | 1,000 |
| 8 | Male Cleaners | عامل نظافة عامة | 72 | 650 |
| | | TOTAL | 103 | |

Terms & Conditions:

- 1. Location of Work
- 2. Accommodation & Medical 3. Food / Food Allowance
- A. Daily Working Hours
 Transport
 Air Ticket after completion of contract
- 7. Period of Contract 8. Any Other Terms
- City Cleaning Projects, Saudi Arabia Provided Provided
- Provided
- 02 Years (Renewable) er Saudi Arabian Labor L

Thanking You,

MR. ABDULLAH AL-FOZANS Consultant & Dy. Director General

٩٠٨١٩ الرياض ١١٦٢٣ المملكة العربية السعودية -ست ١٠١٠١٤٠٦٤٧ - غيت ٧٦٥٨٥ Tel.: 456 3366 - Fax: 453 0153 - P.O. Box 90819 - Riyadh 11623 - Kingdom of Sauc E-mail: alewan@alewan.com website: www.alewa



DEMAND LETTER





Documents Needed to Submit Embassy



بركات الشرق للاستقدام: بركات الشرق للاستقدام

| رقم التفويض: 799993 - تاريخ التفويض: 20091205 | | | | |
|--|-------------------------|--------------|----------------|--|
| | الغرفة أو المكتب المصدق | | | |
| شركة سعد سحمى الهاجري وشريكة للمقاولات | | | اسم صاحب العمل | |
| 7001462964 : | | | رقم صاحب العمل | |
| CECOS TRAVEL MANAGMENT LIC NO 2258 COLOMBO SRILANKA: | | | المفوض | |
| : 2100731712 المهنة : كامل الامر | | رقم التأشيرة | | |
| : جهة القدوم : كولمبو | | | انعدد | |
| : | | | ملاحظات | |
| | | | | |
| and the state of t | | | | |

ELECTRONIC WAKALA RECEIPT





Our Clients









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الشركة السعودية لخدوات الاعوال الكمربانية والويكانيكية الوحدودة Saudi Services for Electro Mechanic Works Co. Ltd.































Globe Petrochemical Industries Co. شركة صناعات قلوب للبتروكيماويات

















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தொ.பேசி: 0112 690051 பெக்ஸ்: 0112 690036 161, டாக்டர் என். எம். பெரேரா மாவத்தை (கொட்டா வீதி) பெருல்லை, கொழும்பு 08. (OHLUNS மெருக்கல் சென்டர் முன்னல்) No. 2258 இ-மெயில் : cecostravels@hotmail.com

IMMEDIATE VACANCIES FOR SAUDI ARABIA

Refuse Equipment Manufacturing Company is Saudi Arabia has the following vacancies for immediate departure Job Categories **MALE CATEGORIES ONLY** Mechanic Technician 1200 Hydraulic Technician 1200 **Electrical Technician** 1200 **Auto Electrical Technician** 1200 **Flectrical Mechanics Technician** 1200 Forming Metals Technician 6 1200 Welder 10 800 Blacksmith 5 800 Cars Painter 900 Carpenter Carpenter 800 800 1200 Storekeeper **Sales Coordinator** 1800 International Purchases Coordinator 1800

For CV collection Only SR 1 + 34 RS Government approved charges only Accommodation & Medical provided. Food SR 200. Contact Period (12) Two years renewable. Air Ticket Economy class air ticket to the destination after completion of the contract period Working Horus Set Horus a day (with one how lumb threat), days a week. Place of Employment Riyadh. Any Other Terms As per Saudi Arabian



Cecos Travels Management No. 161, Dr. N.M. Perera Mawatha (Cotta Road), Borella, Colombo 08. Tel: 112 690051 Fax: 112 690036

258/Adyt/18/12 HOTLINE: 077 9998878 IN FRONT OF OHLUMS MEDICAL CENTRE)

හදිසි ඇබෑරතු සෞදි අරාබිය AMER AL-HALABI FOR INDUSTRIES SERVICES EST. Mechanical works - Turnery - Maintenance - Operation C.R. 2050070694

සවුදි අරාබියේ දහරාන්හි මිකැනිකල් වැඩ-පට්ටල් වැඩ-නඩත්තු සේවා කියාන්විත සමාගමක පහත දැක්වෙන ඇබෑර්තු පිරවීම සඳහා වහාම පිටත්වීම්

තනතුර පුමාණය SR වැටුප (SR)SL RS. ලේත් මැෂින් කියාකරු 04 1200 - (42,000) ම්ලින් මැෂින් කියාකරු 1200 - (42,000) 05 මෙට්ල් ෆැබ්රිකේටර් 03 1300 - (45,500) ජෙනරල් ගුයින්ඩර් 02 1000 - (35,000) තොබින් ම්ලින් මැෂින් 05 | 1500 - (52,500) කියාකරු

රජයේ අනුමත ගාස්තුව රු. 55,000/

ආහාර හඳහා SR 200. **නොමිලේ** නවාතෘන්, ජෛදප සහ **"Iqama"** හමාගම විසින් ගපයනු ලැබේ. වසර 2ක කොන්නාත් කාලය. කොන්නාත් කාලය අවතානයේ ගාමට ගහ නැවත පැමිණීමට ගුවන් විකට් පත. කමාහමේ පුතිපත්තිවලට අනුකුලව රක්ෂණය. දිනකට පැස 08 ක් ගහ ගතියකට දින 06 ක් වැඩ. කොන්තාත්තුව අවගානයේ එක් මාසයක නිවාඩ



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කෙන්ක ඇමතුම් : AU2258/Advt:/01/14 077 9998878 / 0771071813]

(IN FRONT OF OHLUMS MEDICAL CENTRE

IMMEDIATE VACANCY FOR SAUDI ARABIA

VISA IN HAND

| has the following vacancies for immediate departure | | | | |
|---|----------------------------------|-----|-----------|--|
| S/N | JOB Categories | Qty | Salary SR | |
| 01 | CHEMICAL ENGINEER | 01 | 4,000 | |
| 02 | ELECTRONICS ENGINEER | 01 | 4,000 | |
| 03 | GENERAL ELECTRICIAN | 05 | 1,000 | |
| 04 | ELEVATOR TECHNICIAN | 01 | 1,400 | |
| 05 | WATER TREATMENT PLANT TECHNICIAN | 02 | 1,400 | |
| 06 | CHEMICAL TECHNICIAN | 02 | 1,500 | |
| 07 | ELECTRONICS TECHNICIAN | 04 | 1,500 | |
| 80 | A/C TECHNICIAN | 07 | 1,400 | |
| 09 | MECHANICAL TECHNICIAN | 05 | 1,400 | |
| 10 | CARPENTER | 01 | 1,000 | |
| 11 | PLUMBER | 03 | 1,000 | |
| 12 | PAINTER | 01 | 1,000 | |
| 13 | LABOUR | 30 | 550 | |

Coverment Approved Charges only.

Food allowance Sk. 150 (F/A), Free Accommodation, Transport & Medical Prizes years Control period. Free return likele provided by Company after completion of control. Working days 00 days per week - one day off completion of control. Working days 00 days per week - one day off completion of control. Working days 00 days per week - one day off completion of control. Working days 00 days per week - one day off completion of control.

Hot Line : 077 9998878



CECOS Travels Management Tel: 0112 690051 Fax: 0112 690036 No. 161, Dr. N.M. Perera Mawatha, (Cotta Road) Colombo 08., Sri Lanka. Infront of Ohlums Medical Centre E-mail: cecostravels@hotmail.com

Size: 15 x 3 Col.cm

MMEDIATE VACANCIES FOR **SAUDI**

HOTEL IN SAUDI ARABIA HAS THE FOLLOWING VACANCIES FOR IMMEDIATE DEPARTURE

| INTERVIEW WILL BE WITH FOREIGN PRINCIPALS SHORTLY! | | |
|--|-----|-------------|
| Job Categories | Qty | Salary (SR) |
| COOK CONTINENTAL | 1 | |
| PASTRY CHEF BAKERY | 1 | = |
| FRONT OFFICE MANAGER | 1 | AB |
| CHIEF ACCOUNTANT | 1 | E |
| MAINTENANCE AIR CON + CARPENTER | 1 | NEGOTIAB |
| SALES MANAGER | 1 | ¥ |
| CHIEF STEWARD | 1 | |

For CV collection Only SR 1 + 34 RS Government approved charges only Food, Accommodation & Medical provided. Contact Period (02) Two years renewable. Air Ticket Economy class air ticket to the destination after completion of the contract period. Working Hours 08 Hours a day (with one hour lunch break 4 (06) days a week. Place of Employment Riyadh. Any Other Terms As per Saudi Arabian Labour Law.



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(IN FRONT OF OHLUMS MEDICAL CENTRE)

IMMEDIATE VACANCY FOR VISA

AMERAL-HALABI FOR INDUSTRIES SERVICES EST. Machanical works - Turnery - Maintenance - Operation C.R. 2050070694

Mechanical works - Turnery - Maintenance - Operation Company in

| Dahran Saudi Arabia has the following vaca | ncies | for immediate departure |
|--|-------|-------------------------|
| Job Categories | Qty | SR Salary SLRS. |
| LATHE MACHINE OPERATOR | 04 | 1200 - (42,000) |
| MILLING MACHINE OPERATOR | 05 | 1200 - (42,000) |
| METAL FABRICATOR | 03 | 1300 - (45,500) |
| GENERAL GRINDER | 02 | 1000 - (35,000) |
| HOBBING MILLING MACHINE | | |
| OPERATOR | 05 | 1500 - (52,500) |

Government approved charges Rs. 55.000/-

Food SR 200. Accommodation. Medical, Igama provided by the company. 2 year contract period. Air Ticket will be provided at the end of contract up and down Insurance provided as per company policy, 08 hours a day and (06) days a week



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Paper Advertisment

IMMEDIATE VACANCY FOR

Manufacturing & Facilities Management Company in Doha Qatar has the following vacancies for immediate departure

| Job Categories | Qty | Salary (SR) |
|--|-----|-------------|
| HOUSEKEEPING STAFF | 40 | 800 - 900 |
| GENERAL CLEANERS | 15 | 700 - 800 |
| KITCHEN STEWARDS (CLEANERS) | 05 | 700 - 800 |
| LAUNDRY STAFF | 05 | 1000 - 1100 |
| HOUSEKEEPING SUPER VISOR | 03 | 1100 - 1300 |
| DRIVER LIGHT VEHICLE (GULF EXPERIENCE) | 01 | 1200 - 1400 |
| RESTAURANT - WAITERS | 10 | 1000 - 1200 |
| COOK (ASIAN FOOD) | 01 | 1100 - 1200 |

Company will provide Free Food / Accommodation (Bachelor sharing accommodation provided by company. Medical as per Qatari Law. Three years (3) contract period. After completion of contract period economy class return air ticket will be provided. to the Working hours 09 hours a day with 01 hour lunch break /06 days a week. Please of employment State of Qatar QR 1 = Rs. 34

IMMEDIATE VACANCY FOR

Mechanical works-Turnery-Maintenance-Operation Company in Dahran Saudi Arabia has the following vacancies for immediate departure

| Job Categories | Qty | Salary (SR) |
|--------------------------|-----|-------------|
| LATHE MACHINE OPERATOR | 02 | 1000 - 1600 |
| MILLING MACHINE OPERATOR | 02 | 1200 - 2000 |
| WELDER | 01 | 1000 - 1500 |

Company will provide Free Food / Accommodation / Insurance / Medical. Three years (3) contract period. Air ticket for vacation and end of employment return provided by the company. Working hours 08 hours a day and 06 days a week (48 hours) Place of employment Dahran, KSA. SR 1 = Rs. 35

For CV collection Only

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Tel: 112 690051 Fax: 112 690036

No. 161, Dr. N.M. Perera Mawatha (Cotta Road), Borella, Colombo 08. (In foot of ORLUNIS MEDICAL CENTRE)

email: cecostravels@hotmail.com Company will provide Free Food / Accommodation / Insurance / Medical. Three



LL No. 2258 email: cecostravels@hotmail.com

AL/2258/Advt:/6,7/12 HOTLINE: 077 9998878



IMMEDIATE VACANCY FOR

Interview will be held on 10th of July 2012 with Foreign Principals

READY MIX Concrete & Cement Product Company in Riyadh Saudi Arabia has the following vacancies for immediate departure

| Job Categories | Qty | Salary (SR) |
|------------------------|-----|-------------|
| HEAVY TRUCK DRIVER | 15 | 1000 + TRIP |
| WELDER | 05 | 900 + 1000 |
| LATHE MACHINE OPERATOR | 02 | 1000 + 1200 |
| PLUMBER | 02 | 1000 + 1200 |
| DIESEL MECHANIC | 05 | 1000 + 1500 |
| SITE FOREMAN | 05 | 1300 + 1500 |

For CV collection Only Government approved charges only

Company will provide Free Food / Accommodation / Insurance / Medical. Three years (3) contract period. Air ticket for vacation and end of employment return provided by the company. Working hours 08 hours a day and 06 days a week (48 hours) Overtime 2 hrs O.T. per day (per month SR 200) Place of employment Riyadh, KSA. Hot Line: 0779 998878



Cecos Travels Management Tel: 112 690051 Fax: 112 690036

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Mechanical works-Turnery-Maintenance-Operation Company in Dahran Saudi Arabia has the following vacancies for immediate departure Qtv Salary (SR)

| | | , (, |
|--------------------------|----|-------------|
| LATHE MACHINE OPERATOR | 02 | 1000 + 1600 |
| MILLING MACHINE OPERATOR | 02 | 1200 + 2000 |
| WELDER | 01 | 1000 + 1500 |
| | | |

For CV collection Only

Gevernment approved charges only

Company will provide Free Food / Accommodation / Insurance / Medical. Three years (3) contract period. Air ticket for vacation and end of employment return provided by the company. Working hours 08 hours a day and 06 days a week (48 hours)
Place of employment Dahran, KSA.

HOTLINE: 077 9998878



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IMMEDIATE VACANCIES FOR SAUDI ARABIA

A Leading Hospital Cleaning and Maintenance Company in Saudi Arabia has the following vacancies for immediate

Job Categories MECHANICAL ENGINEER A/C 3500-4500 PLUMBER / PAINTER / BLACKSMITH 1000-1200 A/C TECHNICIAN OPERATION & MAINTENANCE 1200-1500 **ELECTRONICS TECHNICIAN** 1200-1500 PHOTO COPY MACHINE TECHNICIAN 1400-1700 MECHANICAL TECHNICIAN GENERAL MAINTE. 1300-1400 GENERAL ELECTRICIAN AUTO 1200-1400 ELECTRICIAN SUB STATION 1100-1300 GENERAL ELECTRICIAN 1100-1300 H/D DRIVER 1000-1200 H/D DRIVER ROAD TRUCKS 1000-1200 LABOUR LAUNDRY & IRONING 700 LABOUR AGRICULTURE 700



HOSPITAL FEMALE CLEANER LATHE MECHINE OPERATOR

1100-1600

For CV collection Only SR 1 + 34 RS Government approved charges only commodation & Medical provided. Food Allowance (SR 150) included in Salary ntact Period (02) Two years renewable. Air Ticket Economy class air ticket to the stination after comcletion of the contract period. Working Hours 88 Houses a day faith



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