

Govt. Lic. No. 1462/074/075
Regd. No. 164872/073/074



COMPANY PROFILE

Sinamangal-9, Kathmandu, Nepal
Tel.: +977-1-4592660/ 4482773
Email: info@skyblue.com.np
www.skyblue.com.np



About Sky Blue

Sky Blue International Overseas Pvt. Ltd. is the pre-eminent Recruitment Agency, who has set a new benchmark in the field of job placement industry of Nepal. Registered in the year 2017 under government License No. 1462/074/075 we have set a remarkable standing for more than decades in this industry. We have satisfied needs of our immense clientele of various countries. We belief in maintaining cordial and professional relationship purely on the basis of our efficiency by providing qualified, efficient and hardworking workers to our clients.

OBJECTIVES

- Exploring Gateway for Business Opportunities.
- To enhance human resource industry by exploring market potential for a huge number of unemployed Nepalese youth.
- Organized Outflow of Nepalese Manpower with 100% Satisfaction to our esteemed client.
- Maintaining Cordial & Professional Relationship.
- Fast, Efficient & Reliable Service.
- Meet to the Expectations.
- Provide opportunities to deserving workers.
- imely Mobilization
- Recruitment as Prerequisite of clients.
- Long term Business Relations.






OUR STRENGTH IN RECRUITMENT

- Strategic presence in human resource field.
- A long standing for decades in this industry.
- Professional & Friendly services.
- Enormous expertise in the field.
- Vast data bank & availability of qualified & efficient candidates.
- Panels of experts for screening and short-listing candidates
- Transparent dealings with prompt follow up.

Skyblue International Overseas Pvt. Ltd.

Year of Established :	2017	No. of Employees :	17	Board of Director :	2
Primary Types of Business :	Human Resource Provider Popularly known as Manpower Agency				
Registration Authority :	Ministry of Industry, Government of Nepal Commerce and supplies Office of the Company Register Company Registration No: 164872/073/074, Ministry of Labour & Transport Management Department of Foreign Employment, Govt. License No: 1462/074/075 Ministry of Finance Department of Internal Revenue, Pan No: 605986732				
Country Registered :	Nepal				
Member :	Nepal Association of Foreign Employment Agencies				
Key Services :	Placement of Nepalese Human Resources in Overseas Countries and Conducting skilled development trainings in Nepal				
Countries We Serve :	The Government of Nepal has enlisted 100+ Countries where we can legally recruit Nepali Manpower. The major countries we serve are; <i>Qatar, Kingdom of Saudi Arabia, United Arab Emirates, Oman, Kuwait, Bahrain, Malaysia, Hong Kong, Singapore, Australia, Poland, Libya, Korea, Japan, Cyprus, Romania, etc.</i>				
Operated / Managed by :	Business Finance and Administrative Management Experts / Advisors Professional from Nation Lead Organizations of Nepal.				
Address :	Sinamangal-9, Kathmandu, Nepal Tel.: +977-1-4592660/ 4482773 Email: info@skyblue.com.np Website: www.skyblue.com.np				

	 नेपाल सरकार श्रम तथा रोजगार मन्त्रालय वैदेशिक रोजगार विभाग	मिति: २०६८/११/२०
इजाजत पत्र नं. १४६२/०६८/०६४	<u>इजाजत पत्र</u>	
वैदेशिक रोजगार ऐन, २०६४ र वैदेशिक रोजगार नियमावली, २०६४ को अधीनमा रही वैदेशिक रोजगार व्यवसाय सञ्चालन गर्न पाउने गरी <u>स्काइ. एल. इन्टरनेशनल ओभरसिज प्रा. लि</u> लाई यो इजाजत पत्र दिइएको छ ।		
इजाजत जारी गर्ने अधिकारीको दस्तखतः-  नामः- <u>भुवन प्रसाद आचार्य</u> दर्जाः- <u>महा निदेशक</u> मितिः- २०६८/११/२०		

	<p>नेपाल सरकार उद्योग, वाणिज्य तथा आपूर्ति मन्त्रालय</p> <p>कम्पनी रजिष्ट्रारको कार्यालय</p> <p><u>कम्पनी दर्ताको प्रमाण-पत्र</u></p>	<p style="text-align: center;">प्रतिलिपि</p> <p>यस प्रमाणपत्रमा मिति २०७३/११/२१ मा जारी भएको उक्त पत्रको प्रतिलिपि मिति २०७४/११/०८ को निर्वाचनमा प्रयोग गर्न दिइएको छ ।</p>
<p>दर्ता नं: १६४८२/०७३/०७४</p>		
<p>श्री स्काई ब्लू इण्टरनेशनल ओभरसिज</p> <p>नामको प्राइभेट लिमिटेड कम्पनी संघवत् २०७३ साल फाल्गुन महिना २२ गते रोज</p> <p>१ मा दर्ता भएको हुनाले कम्पनी ऐन, २०६३ को दफा ५ को उपदफा (१) बमोजिम यो</p> <p>प्रमाण-पत्र दिइएको छ ।</p>		
<p>मिति: २०७६-११-०६</p> <p>Government of Nepal</p> <p>Ministry of Industry, Commerce & Supplies</p> <p>Office of the Company Registrar</p> <p>Registration No: 164872/073/074</p>		
<p><u>CERTIFICATE OF INCORPORATION OF COMPANY</u></p>		
<p>This Certificate of Incorporation has been issued to</p> <p>M/s Sky Blue International Overseas</p> <p>Private Limited having incorporated it on the 5 day of March, 2017 pursuant to</p> <p>sub-section (1) of section 5 of the Companies Act, 2006.</p>		
<p>Date: 2020-02-18</p>		<p>Assst. Registrar</p>
<p><u>नति</u> कम्पनी कयापअस्ताई मात्र कम्पनीको उद्देश्य कार्यालय नभई हाताहत प्रदान गरिएको कमातिने हुनाले काठमाडौं अन्तर्गत सिन्धुली अन्तर्गत कमातिनेट विकासबाट लिएर मात्र कम्पनीको उद्देश्य अनुसार कारोबार गर्नु पर्नेछ ।</p>		

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Government of Nepal
Ministry of Labour and Employment
Department of Foreign Employment



Licence No.: 1462/074/075
14-03-2018 A.D.

Date:

Licence

This Licence has been issued to the Sky Blue International Overseas Pvt. Ltd. authorizing to operate Foreign Employment Services subject to the terms and condition mentioned in this Licence, Foreign Employment Act, 2064 (2007 A.D.) and Regulation 2064 B.S. (2007 A.D.).

Issuing authority
Name:- Bhuwan Prasad Acharya
Designation:- Director General
Signature:- Sd.
Date:- 14-03-2018 A.D.

 "The Translation Copy is True and Verified"
Signature: 
Name: Tri Khatri
Date: 30 MAR 2018
Certificate Number of the Notary Public: 1238
Date of Expiry of Certificate: Jan. 05, 2023 AD
Seat of the Notary Public:

कम्पनी रजिष्ट्रारको कार्यालय
कम्पनी दर्ताको प्रमाण - पत्र

दस्तावेज नं: १६४८७२/०७३/०७५

श्री स्काई ब्लू इन्टरनेशनल ओवरसीज प्रा. लि.
नामको प्राइमेट लिमिटेड कम्पनी संभवतः २०७३ साल फाल्गुन महिना २२ गते रोज
१ मा दर्ता भएको हुनाले कम्पनी ऐन, २०६३ को दफा ५ को उपदफा (१) बमोजिम यो
प्रमाणपत्र दिइएको छ।

मिति: २०७३-११-२२

Government of Nepal
Ministry of Industry
Office of the Company Registrar
Registration No: 164872/073/074

CERTIFICATE OF INCORPORATION OF COMPANY

This Certificate of Incorporation has been issued to
M/s Sky Blue International Overseas
Private Limited having incorporated it on the 5 day of March, 2017 pursuant to
sub-section (1) of section 5 of the Companies Act, 2006.

Date: 2017-03-05

Assl. Registrar

कम्पनी संस्थापकलाई मात्र कम्पनीको उद्देश्य कार्यालयबाट नभई इजाजत प्राप्त गरिएको भनाइले हुनाले कम्पनी
अनुसार किनवार्त अनुमति सम्बन्धित विषयबाट निपट गर्न कम्पनीको उद्देश्य अनुसार कारोबार गर्न पाउँछ।

Government of Nepal
Ministry of Finance
Department of Inland Revenue
(Official seal)

Permanent Accounts Number (PAN) Registration Certificate

Registration Date: 05 03 2017
Date of value added tax registration: Inland Tax: Day Month Year

PAN: 6 0 5 9 8 6 7 3 2



Office of Inland Revenue: Battispali
Taxpayer Service Office

Name of Business: Sky Blue International Overseas Pvt. Ltd.
Type of Taxpayer: Private Limited
Address: Ward No. 09, Sinamangal
Metropolitan City: Kathmandu
Business Activities: Foreign Employment

Sd. 05-03-2017 A.D.
Tax Officer

Additional transactions:

Duties to be abided by the taxpayer:
- Bill and invoice shall be compulsorily issued at the time of transaction.
- A person who is going to be registered in VAT, shall submit the statement of VAT and pay amount of VAT within 25 days after expiry of every tax period (every month or every two month or every four month).
- A person who is carrying on the business subject to excise duty, shall submit monthly statement and pay amount of excise duty within 25 days after expiry of every month unless the arrangement has been made otherwise.
- Tax return of every fiscal year shall be submitted by Mid October.
- If Tax return is not submitted and amount of tax is not paid in time, fine interest and fine shall be imposed.
- This certificate shall be displayed at the place of transaction/train office in manner conspicuous to all.
- Please keep contact with this office if there is any confusion.

 "The Translation Copy is True and Verified"
Signature: 
Name: Tri Khatri
Date: 30 MAR 2018
Certificate Number of the Notary Public: 1238
Date of Expiry of Certificate: Jan. 05, 2023 AD
Seat of the Notary Public:

Government of Nepal
Ministry of Labour and Foreign Employment
Department of Foreign Employment
(Administration, planning and association registration section)
(Official seal)

Letter No: 074/75
Ref No: 3450

Date: Mar. 14, 2018



Subject: Conferred license

Sky Blue International Overseas Pvt. Ltd.
(License No. 1462/074/075)
Ward No. 9 of Kathmandu Metropolitan City, Kathmandu.

Whereas, taking an action into the application submitted to this Office requesting for license to operate foreign employment business by that Pvt. Ltd., it is hereby informed that the license is hereby conferred as per the decision dated Mar. 14, 2018 of the Department of Foreign Employment, Government of Nepal pursuant to Section 11 of the Foreign Employment Act, 2007. Further it is informed that you have to make provision of Company Office, Details of Employees, Phone, Fax and Email for communication purpose and inform to this Office.

Sd.
Section Officer

Copy to:
The Ministry of Labour and Employment, Singhdarbar, Kathmandu.
The Financial Administration Section, Department of Foreign Employment, Buddhanagar, Kathmandu.

 "The Translation Copy is True and Verified"
Signature: 
Name: Tri Khatri
Date: 30 MAR 2018
Certificate Number of the Notary Public: 1238
Date of Expiry of Certificate: Jan. 05, 2023 AD
Seat of the Notary Public:

 Sky Blue International Overseas Pvt. Ltd.
स्काई ब्लू इन्टरनेशनल ओवरसीज प्रा. लि.
Sinamangal-9, Kathmandu, Nepal, Tel: +977-1-4592660, 4482773,
Email: skyblueintoverseas@gmail.com / Web: www.skyblueint.com.np

Name of the Owner of the Agency: Ram Prasad Nepal

Agency Name: Sky Blue International Overseas Pvt. Ltd.

License No: 1462/074/075

Date of Issue: 05/01/2021

Card No. 559

Authorized Seal and Signature

Message From Chairman



Ram Prasad Nepal

Chairman

+977-9841901583
ram@skyblue.com.np

Dear Valued Patrons.

It is my great pleasure to present you this brief introduction of my company Skyblue International Overseas Pvt. Ltd. Please spare a few moments of your valuable time to go through this profile to know about us and our services.

Skyblue International is an innovative and highly motivated manpower recruitment agency of Nepal with a new vision. We have set about a task of doing things differently. Our company has a novel approach. Business with us will mean adherence to ethics and living up to the promises made. As we are in the service based business industry, it is an imperative that we must emphasize on producing high quality services to provide the optimum satisfaction to our valued business clients as well as to our candidates seeking job opportunity abroad.

We provide workers of all categories that include a large number of security personnel both armed and unarmed. Our well-experienced professional staff would carefully evaluate your requirement and serve you the exact personnel within the shortest period of time.

Hence, please consider Skyblue International as an authorized local recruiting agency for Nepal. At last but not least may I have the pleasure to offer you our services with quality assurance and be part of your organization as partner in progress. I assure you that we will take care of your needs very carefully and honor our contractual obligation in best ways in coming future.

Thanking you



Message From Managing Director

Dear Clients,

Skyblue International Overseas Pvt. Ltd. - established in 2017 A.D, registered under the Department of Labor, Government of Nepal with License No. 1462/074/075, is one of the leading recruiting company of Nepal backed by the Human Resources Development Professionals with Training.

Manpower Planning and Recruiting experiences within and outside the country. Specialized on the Planning, training and recruiting the quality human resources to different companies abroad, we have already recruited more than 18,000 job seekers for the country like Saudi Arabia, Dubai, Qatar, Bahrain, Oman, Kuwait, Malaysia, Japan & Macau. Similarly, nationwide network of human resources and extensive database of job seekers have made us able to provide solutions for all human resources recruitment ranging from highly skilled to unskilled categories.

We have been established as a bridge between international job seekers and employers and become successful to furnish total services in the recruitment. The availability of a vast database of qualified candidates for different industries makes us able to address your requirement of suitable applicants for any given industry and specialty. Once the task is rendered, we assume full responsibility of recruiting any types of human resources to your company.

Thanks & best regards.



Dipak Rai

Managing Director

+977-9852049943
dipak@skyblue.com.np

Message From International Marketing Director



Dharmendra Subedi
Int'l Marketing Director

Dear Valuable Clients,
Warm Greetings!

In this third millennium era, where human resources have become one of the most important subjects in the field of development globally hence looking forward in being a part of the Global development team. We planted a foundation stone in developing ourselves to be the part of Skyblue International Overseas Pvt. Ltd. Nepal took our first step towards Human Resources Development, since then we have been able to provide the best of our services to our valued business associated in the territories of Middle East Countries and Malaysia.

Skyblue International Overseas Pvt. Ltd. is owned and managed by experienced HRD professionals, who have over 10 years of experience in the field of recruitment & Selection.

To meet the exacting Demands of Commercial & Government establishments round the globe we set up duly accredited company.

Nepalese Manpower are sought-after the world over, for their technical skills, hard work and the ability to work under trying conditions. We look forward in giving the best of our services in the near coming future at any point of time. We would be your best solutions towards your human resources requirements for any industries.

For all of this, only efforts will not be enough. Thus we are just waiting for your kind support especially from your good self.

Thanking You,



العملاء الكرام الأعزاء ،

إترحيب دافئ

في عصر الألفية الثالثة ، حيث أصبحت الموارد البشرية واحدة من أهم الموضوعات في مجال التنمية على مستوى العالم ، وبالتالي نتطلع إلى أن تكون جزءاً من فريق التطوير العالمي. لقد قمنا بزرع حجر الأساس في تطوير أنفسنا لنكون جزءاً من سكي بلو انترناشيونال الخاصة المحدودة. اتخذت نيبال خطوتنا الأولى نحو تنمية الموارد البشرية ، ومنذ ذلك الحين تمكنا من تقديم أفضل خدماتنا لأعمالنا القيمة المرتبطة بأقاليم دول الشرق الأوسط وماليزيا.

سكاي بلو انترناشيونال الخاصة المحدودة. مملوكة ومدارة من قبل متخصصين ذوي خبرة في تنمية الموارد البشرية ، والذين لديهم أكثر من ١٠ سنوات من الخبرة في مجال التوظيف والاختيار.

لتلبية المطالب الصارمة للمؤسسات التجارية والحكومية في جميع أنحاء العالم ، أنشأنا شركة معتمدة حسب الأصول

يتم طلب القوى العاملة النيبالية في جميع أنحاء العالم ، لمهاراتهم الفنية وعملهم الجاد والقدرة على العمل في ظل ظروف صعبة. نتطلع إلى تقديم أفضل خدماتنا في المستقبل القريب في أي وقت من الأوقات. سنكون أفضل الحلول الخاصة بك لتلبية متطلباتك من الموارد البشرية لأي صناعات.

لكل هذا ، لن تكفي الجهود وحدها. وبالتالي نحن فقط ننتظر دعمكم الكريم خاصة من ذاتكم الطيبة.

اشكرك،



Message From Marketing Manager (UAE)

Filling a vacancy in today's very competitive job market is not as easy task. Unless you are fully equipped with the appropriate competency, it would certainly be difficult to scout the right candidate truly exacting your requirements.

The result might mean tremendous wastage in terms of resources, i.e. time and money. If you are encountering this kind of dilemma, you may want to delegate the task to us. Trust us, we can mobilize the right personnel for your company in conformity with your needs at reasonable cost.

Our pledge goes far beyond quality of employment. Skyblue International Overseas Pvt. Ltd. shall be fully committed in supplying the manpower requirements or clients with reasonable dispatch, efficiency and integrity.

On quality assurance is borne by our own highly qualified officials and personnel in modern testing and evaluational methodologies. At the early stage of its inception, it already maintains an active pool of substantial number of pre-screened candidates for placement on a vast range of job categories. At this juncture, in behalf of the officers and staff, allow me to offer our services addressing the current shortage of manpower in your facility by means of facilitating the recruitment of truly qualified personnel.

Finally, thank you very much and I look forward to discussing with you in person the details of our services.



Sumitra Darnal

Marketing Manager (UAE)

0563335001, 0588335870
sumitradarnal01@gmail.com
sumita02@gmail.com



Our Mission



Our mission is to generate technically strong, well-educated and experienced skill full human resources to the Employers". For the same we have our own training Institute which produces a quality and skilled human resources. This institute is specially established to train Nepalese workers whom are planning to migrate foreign countries for the jobs. Under this institution we provide training for scaffolds, masons, Shuttering Carpenters, Welders, Steel Fixtures, Plumbers, Building Painters, House Wiring Electricians, Carpenters, Spray Painters, Security Guards, General Cleaners, House Keeping, Construction Labors and an Agriculture Labors etc.

Our Vision



Our vision is to provide an employment opportunity to Nepalese workers in overseas by their respective skills, knowledge and experience they gained and thus also to help the government of Nepal minimize the ever rising unemployment problem to an extent with our Endeavour we will be providing better earning opportunities to the people of our country. The company makes all efforts to keep in touch with its workers abroad and the valued Employers till the contract period is over and also ensures that workers are adequately insured for any unexpected injuries or death case.

We look forward from the Employers to join hand with us and built a strong cooperation where both the parties are in win-win position and shares the mutual benefits.

Categories We Provide



Information Technology

- Computer Engineer
- System Administrator
- Software Engineer
- Programmers
- System Analysts
- Network Administrators
- Data Entry Operators
- Computer Operators
- Computer Technicians
- Database Operators
- Data Entry Clerks



Security Sector

- Ex. Nepalese Army
- Ex-Nepal Police
- Watch Man
- Security Officer
- Security Supervisor
- Civil Security Guard
- Personal Body Guard
- Life Guard & Many More....



Engineering

- Electrical Engineer
- Mechanical Engineer
- Electronics Engineer
- Civil Engineer



Supermarket

- Salesman
- Check out Cashiers
- Trolley Boys
- Shelves Rack Organizers
- Cleaners





Categories We Provide

Garments and Textile

- Pattern Makers
- Cutting Masters
- Production Managers
- Supervisors
- Tailors
- Checker, Helpers



Air Conditioning (Window Type, Split Level & Central Unit)

- HVAC Engineers
- HVAC Foreman
- HVAC Supervisors
- HVAC Technicians



Official Personnel Management Group

- Office Manager
- Assist Manager
- Manager-Marketing, Sales, Administration
- Accountants, Cashiers
- Secretaries, Storekeepers, Purchasers
- Clerks, Typists, Data Entry Operators
- Office Boys
- Tea Boys
- Bell Boys



Nurse

- Nurses (General Wards) Diploma
- Nurses (Midwifery)
- Gynaecology)Diploma
- Nurses (ICU) Diploma
- Nurses (Surgery - Operation Theatre) Diploma
- Asst. Nurses (Cleaners) Male Diploma
- Technician Lab Diploma
- X-Ray Technicians Diploma





Hotel & Catering

- Manager & Assist Manager
- Public Relation Officer & Restaurant Captain,
- Cooks, Waiters, Stewards
- Fast Food Crew, Food and Beverage Controllers
- Food and Beverage Manager, Bakers, Barmen
- Kitchen Helpers, Dishwasher men, Laundry Men, Pressman
- Janitors, House Keepers, Room Makers

Vehicle/Heavy Equipments Operator / Auto Mechanic And Maintenance

- Light Vehicle Drivers
- Car/Van/Mini-Bus Drivers
- Heavy Equipment Operators
- Truck//Trailer/Forklift Drivers
- Motor/Grader/Dozer/Roller Operators
- Bulldozer/Scraper Operators
- Auto Mechanic/Diesel Machine Mechanics
- Wireless Technicians/Bar Benders

Building Structure Maintenance & Construction Group

- Electricians
- Plumbers, Welders, Steels Fixers & Pipe Fitters
- Carpenters (Finishing & Shuttering)
- Electronic Technicians - Painters(Spray Wall)
- Mason - Construction Helpers
- Mason - Brick Layers
- Mason - Tile/Marble Fitters



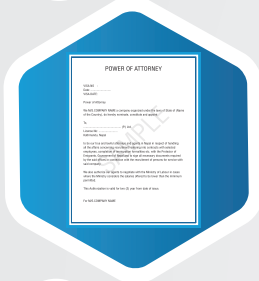
Required Legal Documents

Requirements of documents from workers seeking employment vary from one country to another. Requirement of documents also depend on whether the embassy of the manpower importing country has a diplomatic mission in Nepal or not. Basically, we demand following types of documents before making a final decision for sending workers overseas. We follow the standard government provisions to avoid unnecessary hassles to the workers.



Principle Documents:

1. Demand Letter
2. Power of Attorney
3. Employment Contract
4. Service Agreement between Company & our Company
5. Guarantee Letter



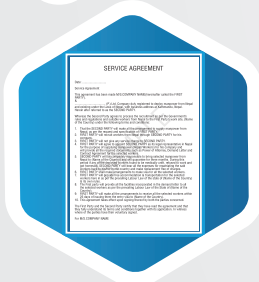
Demand Letter

Addressed to authorizing Skyblue International Overseas Pvt. Ltd. (Lic. No. 1462/074/075) Kathmandu, Nepal mentioning the number of workers required in each categories with salary, duty hour, food, accommodation & other benefits to workers.



Power of Attorney

Addressed to authorizing Skyblue International Overseas Pvt. Ltd. (Lic. No. 1462/074/075) Kathmandu, Nepal to be true and lawful attorney and agent of Nepal.



Employment Contract

Employing Company should provide us service agreement between company and recruitment agency in Nepal.



Service Agreement

One copy each signed and Sealed by the employer & employee.

Guarantee Letter

Signed and stamped copy by the employer company should be mention that not to be deploy to other countries for work purpose.

For The Kingdom of Saudi Arab

Following additional Documents are essential for KSA only. Authorization letter /counsellor letter company registration (cr) copy visa approval slip (bank slip)

Note: Documents Should be duly sealed by the Ministry of Foreign Affairs, Chamber of Commerce or concerned Government Authority & Nepalese Embassy of the respective country.

We have ensured our business differentiates itself from other by providing unique blend of strong database management, providing better speed and punctuality on candidate's delivery per assignment. Although we pride ourselves on treating each client individually according to your specific needs, our consultants follow strict corporate guidelines and procedures leading to give a better service. Our aim is to ensure the quality and provide skillful candidates as per requirement of the client.

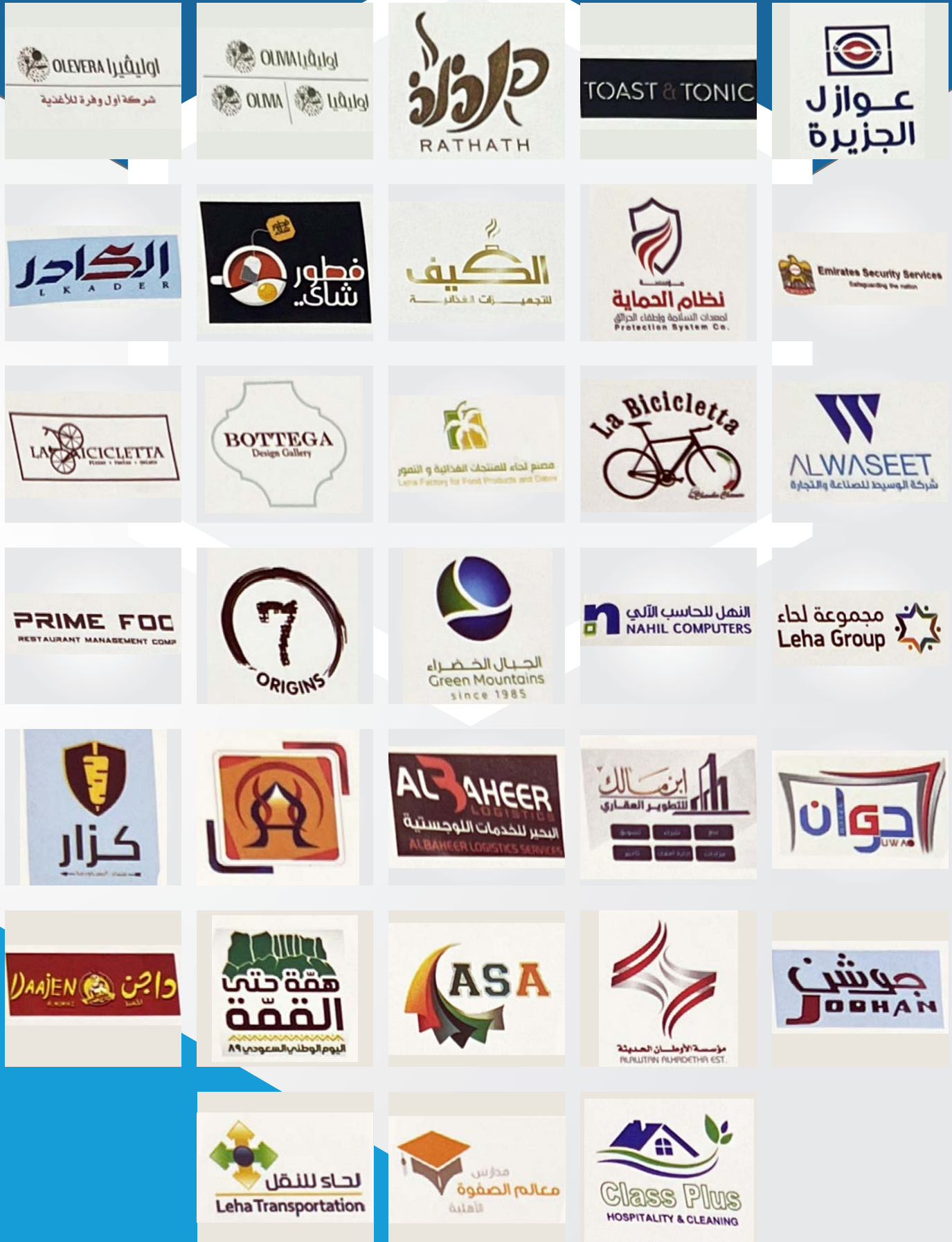
We work as joint venture with you to gain a comprehensive understanding of your needs and an in depth knowledge of your company structure, ethos and work ethic, thus enabling an accurately targeted recruitment campaign.



Our Valuable Clients



Our Valuable Clients





Terms & Conditions



The terms and conditions are based on the Foreign Employment Act of Nepal and destination country. They mainly focus for benefit and rights of the migrant workers and our valued clients as well.

Final Interview of the selected workers would be carried out within 10 days after receiving the original legal documents (Demand Letter, Power of Attorney, Guarantee Letter, Employment Contract and Service agreement between Company and our agency).

Arrangement for deployment of worker would be made within 10 days after we receive visa copy except if the visa is not necessary to endorse in the passport (in case of Qatar with in 10 working days). If the visa endorsement is required it will take at least 45 days.

Free replacement would be made with new workers if any worker is found unqualified for the assigned work within 90 days after he assumes the job.

The company in contract should clearly mention the salary of a worker and other facilities .

As per the Nepalese government's directives, the employer company should offer following facilities to the workers in written contract.

- | | |
|---|---------------------------|
| ➤ Salary | ➤ Insurance of worker |
| ➤ Accommodation | ➤ 8 hours per day |
| ➤ Food | ➤ Six-days a week |
| ➤ Transportation | ➤ 15 days leave in a year |
| ➤ Medical facilities | ➤ Residence permit |
| ➤ Over time (O.T.) if worked more than 8 hours a day (All the format will be send once clients request) | |

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International Overseas Pvt. Ltd.

Sinamangal-9, Kathmandu, Nepal
Tel.: +977-1-4592660/ 4482773
Email: info@skyblue.com.np
Website: www.skyblue.com.np

