



المستقبل اليوم....بسواعد ماهرة  
delivering the future... today

سواعد للتوظيف ذ.م.م  
**SAWAEED EMPLOYMENT LLC**

**Your Partner**  
In Recruitment & Outsourcing Services



THE LEADING MANPOWER  
OUTSOURCING ORGANIZATION  
IN UAE





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**SAWAEED** EMPLOYMENT LLC



P.O. Box: 70919, Abu Dhabi-UAE.  
Tel: +971 2 5594444. Fax: +971 2 5594400  
Email: [info@sawaeed.ae](mailto:info@sawaeed.ae) Website: [www.sawaeed.ae](http://www.sawaeed.ae)

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## Vision

Sawaeed aspires to be a role model apart from being the leader in outsourcing manpower quality services, constantly striving to become the first business partner of choice to diversified industries in the region.

## Mission

Sawaeed considers itself to be a pathway in regulating the region's manpower outsourcing industry in compliance with the government's initiatives and to make a positive contribution to our society and environment.

We are a standard professional organization considered to be a trademark in the manpower outsourcing industry providing levels of services to our business partners where excellence and commitment becomes a standard of lifestyle.

We believe in attracting, developing, motivating and retaining a diversified workforce within a healthy environment.

## Core Values

- Integrity
- Team work
- Quality
- Service Excellence
- Talent and Professionalism
- Transparent Corporate Culture

## Corporate Social Responsibility

We have a strong sense of social responsibility and it is our commitment to sustain and strengthen our community by promoting welfare activities, providing equal employment opportunities, diversity management, redundancy and address employment's best practices.







## Message from the CEO

Our status as the first choice manpower provider is maintained by our commitment to the various responsibilities this title carries. Our provision of highly-trained, qualified and skilled workers is key, as is the ensuring of workers' rights, all of which are facilitated by our compliance with the rules and requirements of the UAE's Ministry of Labor. This ensures that we provide services best suited to the country's standards and industrial practices.

It gives me great pride to reiterate the reputation of Sawaeed Employment LLC as a provider of professional quality and timely service. In addition to providing workers residing within the UAE and overseas, we also help to enhance the workforce by training them towards reaching and utilizing their full potential. This training process is carried out alongside highly qualified and experienced teams in a multitude of major commercial, industrial and government industries including construction, oil & gas, energy, hospitality, domestic services, aviation, and transportation.

The constant encouragement and support from the UAE's Beloved Ruler, High-Ranking Officials, Business Partners and Vendors, as well as the dedicated Sawaeed Directorial Board, Management Team and Staff, are worthy of gratitude and appreciation for their role in making us the leading manpower outsourcing company in U.A.E. We are motivated, inspired and constantly improving in order to ensure the fullest satisfaction of our rapidly growing clientele.

With Best Wishes,

**Hamad Ballaith Al Hammami**  
Chief Executive Officer



# Sawaeed at a Glance



Sawaeed Employment LLC is a Limited Liability Company, established in 2006, prides itself in providing superior quality manpower outsourcing services and manpower solutions in the region. The organization was formed through the innovation of 16 partners governed by the Board of Directors, comprised of 5 members including the Chairman and the Management Team led by the Chief Executive Officer having skills, experience and valuable knowledge of the market.

Sawaeed Employment commenced operations with an initial capital of AED 51.1 million after detailed studies and in-depth, market research revealed a dire need for both skilled and unskilled manpower. Strategically based in the capital of the UAE, Sawaeed Employment controls all operations from its headquarters in the heart of the Abu Dhabi business district.

At Sawaeed Employment, we have fostered solid relations with the UAE business community for the last 8 years and built over 300 satisfied client portfolio that operates more than 22 diversified industries. Our company houses the region's manpower specialist under its roof while providing more than 175 different workforce categories with a history of outsourcing 25,000+ employees. Dedicated and motivated teams responsible for hiring, managing, promoting and training workers, Sawaeed Employment is guaranteed to continue meeting the manpower demands of the region's leading companies.

## Sawaeed Subsidiaries



Sawaeed  
Investment LLC



Sawaeed Facilities  
Management LLC



## Our Services

Recruitment  
(Outsourcing  
Positions)

Manpower  
Supply

Rental  
Accommodation

## Emiratization and Sawaeed

In line with the national strategies and the directive of UAE government Sawaeed as a leading outsourcing manpower organization in U.A.E has taken all its effort to support the public and private sector to full fill their Emiratization position effectively.

The Emiratization services includes

- Executive/Candidate Search
- Direct Hiring and outsourcing
- Temporarily hiring and outsourcing
- Contract Hiring and outsourcing

Sawaeed Employment LLC actively supports and encourages the professional development of U.A.E nationals to strengthen their career advancement.

The service of outsourcing Emiratization has enabled the clients to fulfill their Emiratization requirement from all the levels including high school, graduate, executive as well as managerial, which has shown a significant benefit to the clients.

For more details contact our Sales and Marketing on +971 2 5594444



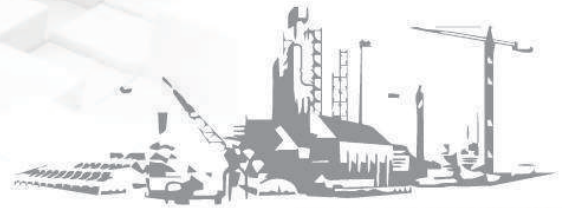


# Client Benefits of Outsourcing

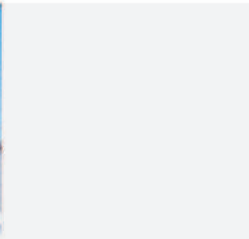




# Key Industries We Serve



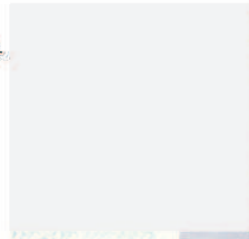
Construction Sector



Oil & Gas and Energy Sector



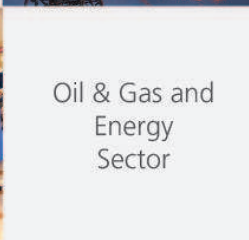
Hospitality and Domestic Sector



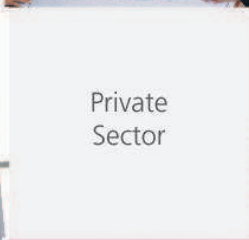
Marine Sector



Banking and Finance Sector



Government Sector



Private Sector



Transport Sector (Male / Female Drivers)



Farming & Agriculture Sector



Facility Management Sector



Aviation Sector



Telecommunication Sector



Manufacturing Sector





# Sawaeed Training and Testing Center



Sawaeed training and testing center is part of Sawaeed employment LLC established to keep the promise of "Delivering the Future Today" through learning and developing the skills of our workers in order to meet the U.A.E requirement and industrial practices. The Sawaeed training and testing center is located in Mussafah industrial and operated with qualified and experienced team.

## Types of Training

**In house training** – Training conducted for Sawaeed Employment LLC workers on a daily basis in order to enhance workers skills and development.



Block Mason



Shuttering Carpenter



Finishing Carpenter



Gypsum Board Carpenter



Plaster Mason



Steel Fixer



Tile Mason



Scaffolder



Electrician



Plumber



Painter



HSE Training

**Outbound training** – Based on clients customized request workers will be trained at local External training institutions to obtain certificates such as riggers, scaffolders, welders etc.





# Sawaeed Training and Testing Center

## In house Training Modes

**New Comers** – A comprehensive training will be provided in order to obtain an evaluation of newly joined worker.

**Existing Workers** – A set of training programmes are conducted for the existing workers in order to refresh and enhance their development, skill sets. This take places based on worker performances, evaluation.

**Alternative Training** – A training with a motive of providing multiple skills for the workers. Worker get knowledge and skills to do multiple jobs.

## Trade Test Process

As a part of strategic alliance of Sawaeed. All the clients receive their rights to test each and every skilled worker at Sawaeed training and testing center before mobilization.

## The Process

- Step 1. Client request for workers category
- Step 2. A scope of work will be provided to Sawaeed
- Step 3. Guidance will be provided by Sawaeed to select the workers
- Step 4. All materials for the trade test will be provided by Sawaeed
- Step 5. Mobilization upon confirmation of the workers

## Facilities

**Management Office** – An operation and admin office allocated in training and testing center in order to manage the workers who are under training.

**Workshop Rooms** – Workshops rooms are allocated in order to conduct training for the workers based on categories.

**Waiting Rooms** – 2 large waiting rooms allocated for the workers

**Mess Hall** – 2 large mess hall rooms with drinking water facilities

**Safety** – Security Assembly point and first aid room

**Meeting** – Visitors Meeting and waiting room for trade test

**Car Park**



Admin. Office



Mess Hall



Mosque



Workers Waiting Room



Car Park





# Sawaeed Employee's Categories

## Blue Collar

### Civil Categories

Helper (General)  
Cable Pulling Helper  
Loading/unloading Helper  
Excavation Helper  
Furnishing Carp. Helper  
Agriculture Helper  
Mason Helper  
Mechanical Helper  
Foreman Helper  
Sitecharge-hand (Helper)  
Block Mason  
Plaster Mason  
Moulding Maker  
Tile Mason Charge-hand  
Tile Mason  
Marble Mason  
Machine Plaster Mason  
Concrete Mason  
All Round Mason  
Charge-hand Mason  
Mason Foreman  
Shuttering Carpenter  
Gypsum Board Carpenter  
Furniture Carpenter  
C/h Shuttering Carpenter  
Ship Building Carpenter  
Carpenter Foreman  
Steel Fixer  
Charge-hand Steel Fixer  
Structural Fitter  
Steel Fixer Foreman  
Fsteel Fixer Foreman  
Scaffolder  
Charge-hand Scaffolder  
Scaffolder Foreman  
Manual Painter  
Blaster Painter  
Machine Spray Painter  
Sand Blaster Painter  
Trench Digger Operator  
Digging Operator  
Drill Machine Operator  
Tower Crane Operator  
Bobcat Operator  
Crane Operator  
Hydraulic Crane Operator  
Mobile Crane Operator  
Forklift Operator  
Power Crane Operator  
Crawler Crane Operator  
Excav. Machine Operator

Light Vehicle Driver  
Messenger Cum Driver  
Executive Driver  
Heavy Vehicle Driver  
Tanker Driver  
Water Tanker Driver  
Boom Truck/trailer Driver  
Boom Truck Diriver  
Rigger  
Ship Painter  
Ship Electrician  
A/c Technician  
Signalman  
Flag Man  
Surveyor  
Timekeeper  
Trainer  
Safety Trainer  
Safety Officer  
Other Civil Workers

### MEP Categories

MIG Welder  
ARC Welder  
Structural Welder  
Pipe Welder  
Oxygen Welder  
3G Welder  
4G Welder  
6G Welder  
TIG Welder  
Multi Welder  
SMAW / GTAW / FCAW Welder  
Aluminum Fabricator  
Steel Fabricator  
Pipe Fabricator  
Structural Fabricator  
Sheet Metal Fabricator  
Pipe Fitter  
Plumber  
Mechanics  
Diesel Engine Mechanic  
Petrol Engine Mechanic  
Machine Operators  
Millwrights Mechanic  
Insulator  
Maintenance Technician  
Moloing Machine Operator  
Sheet Metal Fitter  
Domestic Electrician  
Industrial Electrician  
Other MEP Workers

## White Collar

HR Managers  
Team Leaders  
HR Executives  
HR Officers  
Supervisors  
Secretaries  
HR Analysts  
Project Managers  
Customer Service Representatives  
Internal Auditors  
Data Entry Operators  
Receptionists  
Administrative Coordinators  
Document Controllers  
Payroll Administrators  
Welfare Officers  
Executive Assistants  
Recruitment Coordinators  
Personal Assistants  
Compensation Supervisors  
Loan Officers  
Call Center Agents  
Bill and Account Collectors  
Bookkeeping Clerks  
Auditing Clerks  
Receptionists  
Trust Officers  
Sales Agents  
Bill and Account Collectors  
Accountants  
Computer Support Specialists  
Office Machine Operators  
Information Processing Staffs  
Investment Managers  
Relationship Managers  
Customer Service Agents  
Supervisors  
Check-in Staffs  
Ground Handlers  
Cabin Crews  
Baggage Loaders  
Porters  
Ground Crews  
Air Freight Agents  
Legal Affairs  
PRO  
Executive Staffs  
Bank Tellers  
Credit Clerks  
Customer Service Rep  
General Office Clerks  
Loan Counselors  
Auditors

General Manager  
Operations Managers  
IT Officers  
Credit Authorizers  
Checkers  
Finance Managers  
Retail  
Sales Executive  
Marketing Officers  
Engineering  
Chemical Engineer  
Petrochemical Engineer  
Refinery Engineer  
Construction Engineer  
Power Engineer  
Other Executive & Managerial Staff

## Hospitality & Domestic

Waiter  
Waitress  
Tea Boy  
Coffee Boy  
Food Servers  
Stewards  
Stewardess  
F&B Coordinators  
Kitchen Technicians  
F&B Managers  
Housekeeping Supervisors  
Front Office  
Travel Desk Executives  
Laundrymen  
Baristas  
Chefs & Cooks  
(All Cuisines)  
Bartenders  
Kitchen Helpers  
Housekeeping Staffs  
Male Cleaners  
Female Cleaners  
Gardener  
Clerk  
Caregivers  
Office Assistant  
Bar Attender  
Other Hospitality & Domestic Staff





## Services Provided to Outsourced Employees





# Sawaeed Residential Compound

Sawaeed Investment LLC is a leading real estate enterprise investment company established in 2007 as subsidiary of Sawaeed Employment LLC. Sawaeed Residential compound (SRC) is owned by Sawaeed Investment LLC in order to provide residential for workers located in Al Mafraq, Abu Dhabi, U.A.E.

Approved by



The Sawaeed Residential Compound has gained its own strength to market its range of commercial and residential development throughout the years and manage labour accommodation and camps. A Zone Corp Approved Labour accommodation, Sawaeed Residential Compound (SRC) is fully equipped with modern facilities accommodating 7,518 workers.

As a key strategy of Sawaeed Residential Compound (SRC) also has major contribution to accommodate its own workers of Sawaeed Employment LLC providing with verity of Manpower Outsourcing Services its own cleints. Head office is located in Abudhabi and managed by dedicated qualified and experienced staff and achieved greater success in the industry.



Admin. Office



Outdoor Area



Bedroom



Hospital / Clinic



Mess Halls



Catering

For more details contact our Sales and Marketing on +971 2 5856111





# Facilities at Sawaeed Residential Compound

**Office** – Help desk office operating 24 x 7 to its residents and control by CCTV surveillance coverage with HSE and first aid support services.

**Compound Capacity** - 762 rooms (711 rooms with 10 bed space each, 51 Rooms with 8 Bed space each)

**Compound Categories** – As per the Zonescorp 2 categories. Technicians and Labour

**Room Accessories** – Beds, lockers, mattress, pillows, bed sheets, pillow covers, wall hangers, window curtains, split air conditions, Smart TV, wifi facility, shoe liners

**Catering** – A professional Catering Team in a highly equipped kitchen to serve a large number for 3 meals every day.

**Hospital /clinic** – A well-equipped hospital “Al Noor Hospital” to provide immediate care with professional medical staffs

**Security and Service** – 24 x 7 security services with qualified staffs with firefighting services

**Laundry Services** – industrial laundry services are provided and managed by to ensure efficient and quality laundry services.

**Shopping** – A specialized retail outlets with grocery shops, mobile phone shops to meet day to day needs of residents.

**Cleaning** – Well maintained managed housekeeping and Waste management services.

**Utilities** – Provided with well-established water and electricity, drinking water coolers, Green Garden Areas with common sitting benches

**Sports & leisure** – Established playing areas for volley ball, cricket, football, karamus and others.

**Social and cultural activities** – event based on corporate social responsibility and fun sport activities take place for resident.

**Mosque** – Sawaeed residential compound features the Islamic cultural value with a mosque provided Friday prayers.

**Transportation** – Sawaeed provides an efficient transportation fleet.



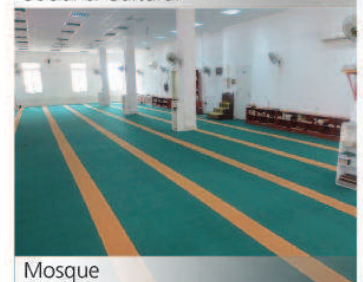
Shopping / Supermarket



Sports & Leisure



Social & Cultural



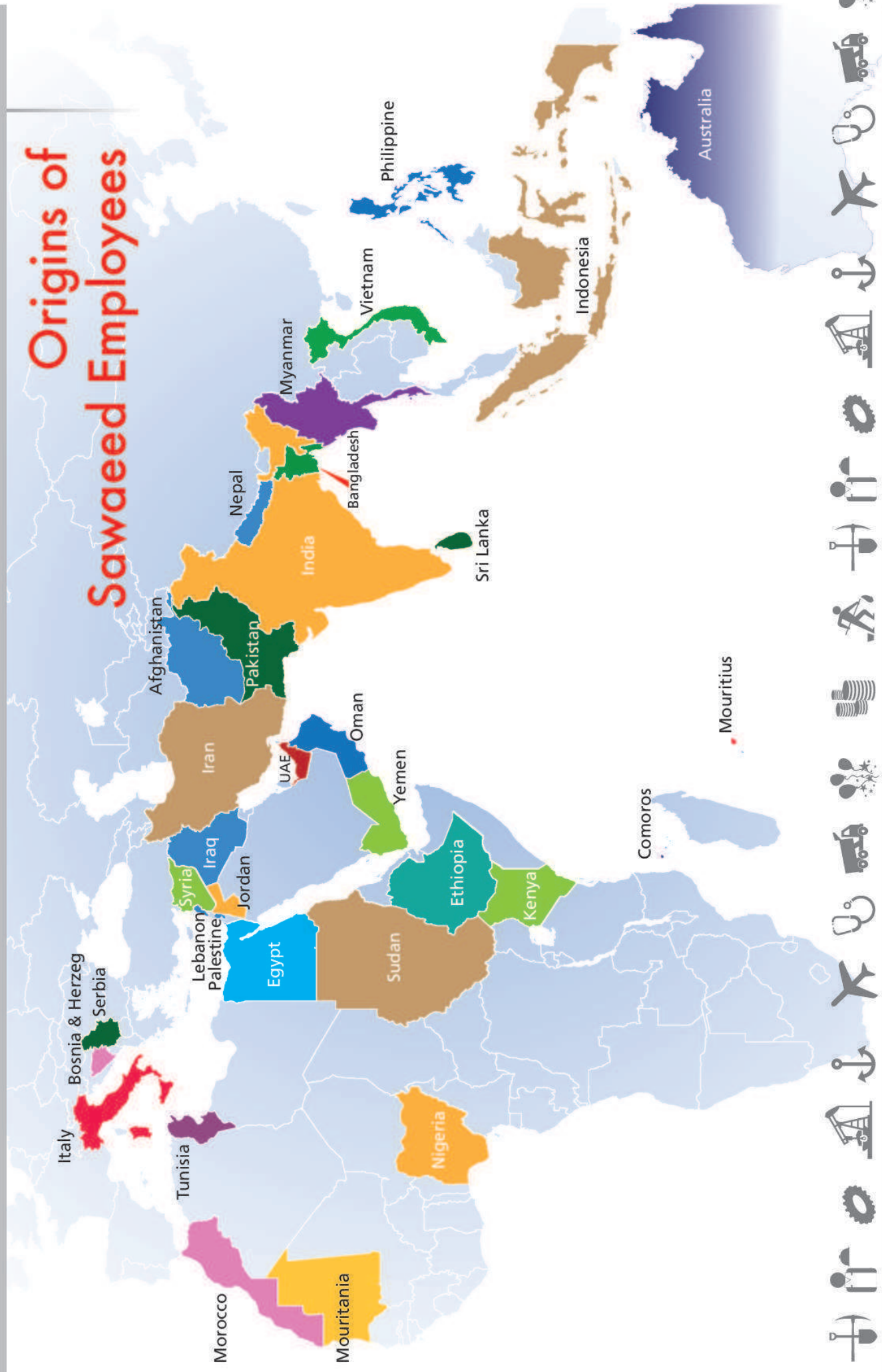
Mosque



Transport Fleet

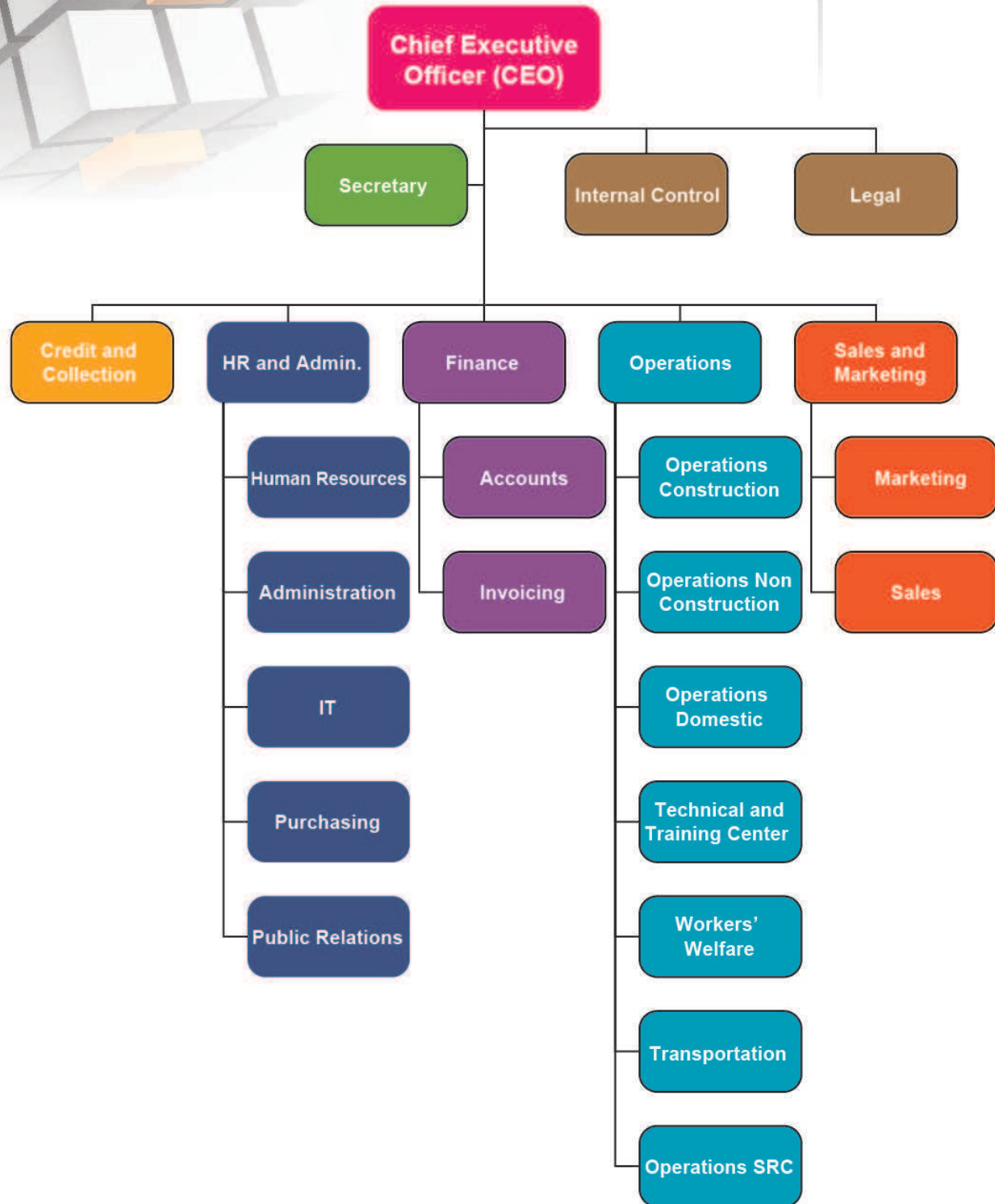


# Origins of Sawaeed Employees





# Organization Structure





# Sawaheed Areas of Operations in the U.A.E

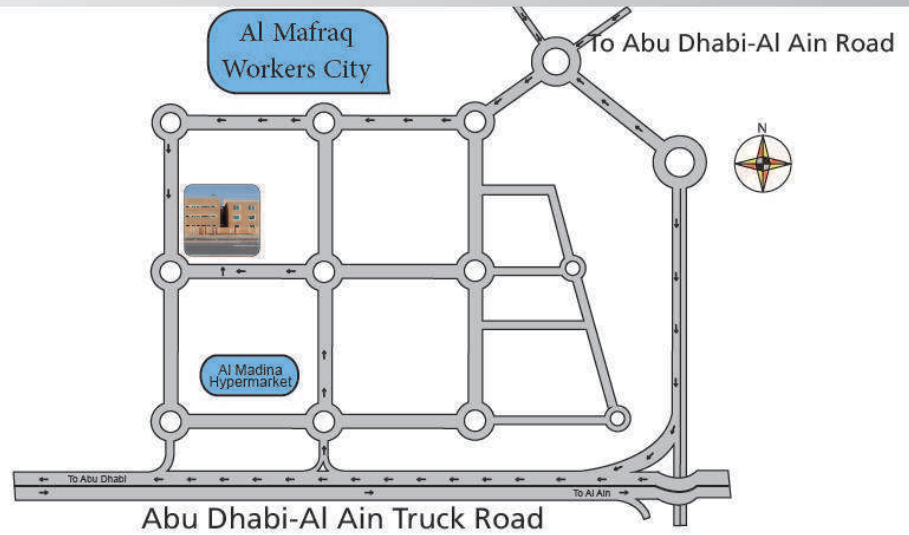




## Sawaeed Residential Compound

Al-Mafraq Workers Village No 02, Plot F2C3-3

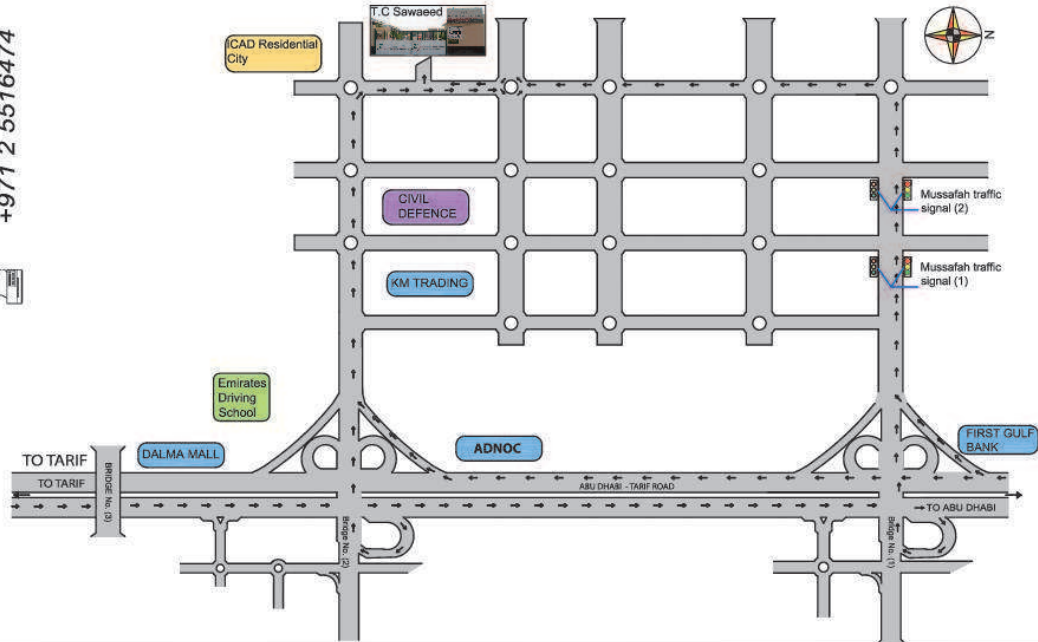
+971 2 5856111  
+971 2 5856222



## Training and Testing Center

(Located in Mussafah, near ICAD Residential City area)

+971 2 5516454  
+971 2 5516474

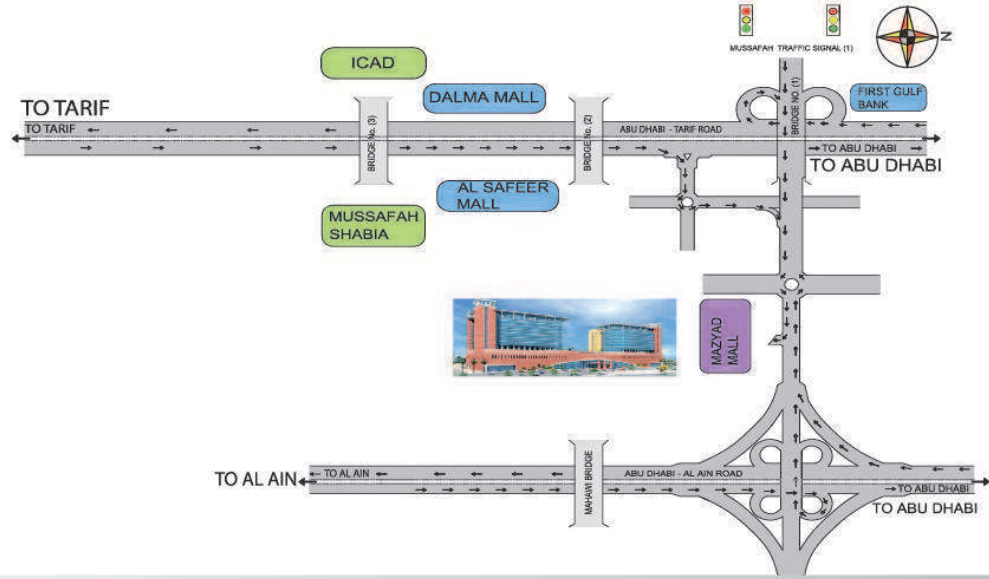


## Sawaeed Head Office

(Located at 7th floor, Tower-1, Mazyad Mall)

Mohammed Bin Zayed City, Z1 -Abu Dhabi

+971 2 5594444  
+971 2 5594400





# Sawaeed's Shareholders



المجموعة العالمية للتطوير  
Global Development Group



Your dependable risk partner  
شركة الخزنة للتأمين ش.م.م.  
AL KHAZNA INSURANCE COMPANY P.S.C.



Realeco Ltd



المياسة للاستثمارات المالية ذ.م.م.  
Al Mayasa Financial Investment LLC.

