



STACK COMPANY FOR
STAFF RECRUITMENT



www.star.com.kw

Bridging the gap

between the talented individuals
and exceptional organisations.



Established with the vision to empower businesses with the right workforce and empower individuals with the right opportunities, **Star Stack Company** has earned a reputation for reliability, professionalism, and integrity in the recruitment industry.



About Us.

Introduction

Star Stack Company is a premier licensed recruitment agency based in Kuwait, dedicated to bridging the gap between talented individuals and exceptional organizations. With a steadfast commitment to excellence, we specialize in providing tailored staffing solutions for both local and overseas employment needs.



Our Mission

To deliver innovative, ethical, and results-driven recruitment solutions that meet the unique needs of employers and job seekers, fostering growth and success for all stakeholders.



Vision for the Future

To be the most trusted and sought-after recruitment partner in Kuwait and beyond, renowned for our exceptional service quality, global connections, and unwavering commitment to client satisfaction.

Name of the company	Star Stack Company for Staff Recruitment
Registration Authority	Govt. of Kuwait Company Registration No: License No:
Member	Nepal Association of Foreign Employment Agencies
Capital Structures	Authorized - 10,000 KD Paid up - 5,000 KD
Official Bank	Gulf Bank
Contact Person	Mr. Istak Alam(Chairman) Mobile No: +965 9676 8813
Legal Advisor	Mr. Houssam Maoudj
Financial Advisor	Mr. Afroj Alam
Mailing Address	Salem Al Mubarak Street, Al Salam Mall, 2nd Floor, Office #42, Salmiya, Kuwait
Email	info@star.com.kw
Website	www.star.com.kw





Connecting
dreams
with
Opportunities

From the CEO.

Warm Greetings,

At Star Stack Company, we take pride in extending loyal and honest services to the Nepalese workforce, ensuring strong employment opportunities that prioritize their well-being. Our goal is to create a peaceful and supportive environment for employees, even when they are far from home and loved ones. We view our people as our greatest assets, and their success is intricately tied to ours. Our measure of growth is reflected in the satisfaction of our customers, whose expectations we consistently strive to exceed.

Your success is our success, and we are here to ensure that every partnership thrives. Please feel free to contact me at any time for assistance—it would be our earnest pleasure to be of service to you.



Core Values

INTEGRITY

We operate with honesty, transparency, and accountability in every aspect of our business.



EXCELLENCE

We strive for excellence by consistently delivering top-tier recruitment services.



INNOVATION

We embrace cutting-edge technology and innovative practices to enhance our service delivery.



CLIENT-CENTRIC APPROACH

Our clients and candidates are at the heart of everything we do, and we tailor our solutions to meet their unique needs.



GLOBAL PERSPECTIVE

Leveraging our international networks, we connect talent with opportunities across borders.



Our Guiding Principles



With a strong commitment to excellence, innovation, and client-centric care, we have established ourselves as a trusted partner in the recruitment industry.



INTEGRITY

We adopt the highest ethical standard of our industry and operate with transparency and trust.



EXCELLENCE

We always deliver what we promised. We shall never compromise to provide quality service to our client. Through our company commitment to excellence, we strive to meet our customer needs.



REALIZATION

We are guided by fact base reality. Hence, realization makes us aware and get experience from the failure.



COMPASSION

We love and care for everyone and treat them as equals. It has a very significant value on how we work.



COLLABORATION

We believe in team work. We encourage our member to share their knowledge, skill & experience among other staffs.



QUALITY POLICY

- ✿ To provide quality foreign recruitment service with customer satisfaction at the center and continuous improvement of organizational activities.
- ✿ Ensuring compliance with relevant industry specific standards and all statutory, regulatory and legal requirements like ILO
- ✿ Enhancing the knowledge and skills of both management team and staff through review and actively pursuing an on-going training policy.

QUALITY OBJECTIVE

- ✿ To provide ethical and professional recruitment service to jobseeker and client.
- ✿ To carry out regular reviews of the QMS in order to monitor compliance and facilitate continual improvement.
- ✿ To implement prompt action in respect of non-conformity, complaint and recommendations.
- ✿ Always prioritize to take immediate action on grievances.

STAR STACK COMPANY & Code of Conduct



We are committed to provide recruitment service of the highest quality. To do this we recognize the need to operate in a highly ethical framework with a commitment to both corporate and individual responsibility and accountability.

The purpose of the Code of Conduct is to install confidence in the recruitment profession and to help an organization become a better recruiter. We truly believe that we can advance our profession by embracing this Code of Conduct.



ETHICAL VALUE



Ethical business conduct will lead to increased trust, more collaborative working relationships, and more smooth processes in administering our business vision and missions.



No one should take unlawful and unfair advantage of our employees, customers, and suppliers through exploitation, manipulation, concealment, abuse of privileged information, misrepresentation of terms of contract or any unfair-dealing practices.



Elevate Your **Business** with Us

Join hands with us to take your business to new heights.

LOCAL RECRUITMENT



Sourcing skilled professionals across various industries within Kuwait, ensuring compliance with labor laws and cultural considerations.



OVERSEAS RECRUITMENT

Facilitating the recruitment of qualified personnel from global talent pools to meet the demands of Kuwait's dynamic market.

TALENT ACQUISITION



Crafting personalized staffing strategies to identify and secure the best-fit candidates for our clients.

Services



EMPLOYER BRANDING

Assisting organizations in building attractive employer brands to attract and retain top talent.



CONSULTING SERVICES

Providing expert advice on workforce planning, labor market trends, and recruitment best practices.



Industries we serve

- Oil & Gas
- Construction
- Hospitality & Tourism
- Healthcare
- IT & Telecommunications
- Education
- Manufacturing
- Retail & Consumer Goods

Why Choose us

✓ LICENSED EXPERTISE

As a fully licensed recruitment agency, we adhere to all legal and regulatory requirements, ensuring seamless and compliant recruitment processes.

✓ COMPREHENSIVE DATABASE

Our extensive network of qualified candidates and employers lets us make precise and timely matches.

✓ CUSTOMIZED SOLUTIONS

We tailor our recruitment strategies to align with each clients specific goals and requirements.

✓ GLOBAL REACH

With established international partnerships, we access diverse talent pools to meet even the most niche recruitment needs.

✓ DEDICATED SUPPORT

Our team of experienced HR professionals provides end-to-end support, from candidate sourcing to onboarding.



Recruitment PROCEDURES

Pre Labor Approval

01

After receiving the authorized Demand Letter from the respective company, the document are presented for pre-labor approval.

02 Advertisement

The Demand Letter which is approved from Labor Department of Nepal is published in National daily/weekly newspaper for collecting document.

Candidates Screening / Interviews

03

We maintain upto date data bank of potential candidate with full information on their skill and education, technical knowhow and experience as per the employer criteria.

04 Communications

Departments of Star Stack Company. is fully computerized and networked in order to provide our clients and the candidates the best and prompt service.

Medical Check up

05

Only selected candidate will be sent for full medical examination to the medical centre authorized by the Government of Nepal.



Recruitment PROCEDURES

Visa Processing

06

We send all the necessary documents as per requirement for further visa processing

Final Labor Approval

08

All the necessary documents like original passport, visa copy(original if not issued online), medical report, orientation certificate, insurance policy are submitted in Labor Department of Nepal

Follow UP

10

A regular follow up through emails / call or visit from the Star Stack company will be made in order to access the work performance of the candidates.

07

Orientation

After receiving the job offer or employment visa, the orientation classes are compulsory organized by government registered technical institute of Nepal.

09

Travel Arrangement

As soon as visa endorse passport or paper visa are received we give the booking to our travel agent or directly to concern airline to confirm seats to the nearest airport of origin country.

Required DOCUMENTS

Requirement of documents vary from country to country. Requirement of documents also depend on whether the embassy of manpower importing country has a diplomatic mission in Nepal or not. Basically, we demand two types of documents before making a final deal for sending workers in overseas. We follow the in-detail government provisions to avoid unnecessary hassles to the workers.

01

DEMAND LETTER

Demand letter should be addressed to Star Stack Company, The letter should have details of the number of workers, nature of job with required category, salary, duty hours, food and accommodation facilities, overtime, transport, insurance of workers, residence permit and other benefits.

02

POWER OF ATTORNEY (AGENCY APPOINTMENT LETTER)

Power of Attorney is a legal confirmation, on behalf of employer, for selection of manpower. This authorizes Star Stack Company, for sending workers legally.

03

EMPLOYMENT CONTRACT

The employing company should provide the employee with an employment agreement as per demand letter.

04

SERVICE AGREEMENT (AGENCY AGREEMENT)

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

05

GUARANTEE LETTER

The employing company should not transfer any workers to another country without approval of competent Nepal Government authorities.

Job Categories

WE PROVIDE

Embark on your global business journey with Star Stack Company.



We specialize in guiding companies toward successful international expansion by leveraging our deep expertise in navigating diverse markets. Our services are tailored to empower your business in the global arena.

CONSTRUCTION SECTOR

- ✓ Engineers/Supervisors
- ✓ Quality Surveyor
- ✓ Safety Officer
- ✓ Foreman / Plumber / Carpentry
- ✓ Heavy Equipment Operators
- ✓ Heavy / Light Driver
- ✓ Concrete Pump Operator
- ✓ Mason - Tile / Block / Plaster
- ✓ Painter - Spray / Roller
- ✓ Scaffolder/Helper

HOTELS & RESTAURANTS

- ✓ Waiters / Waitress/ Hostess
- ✓ Commis I / II / III
- ✓ Room Attendants / Bell Boys
- ✓ Kitchen Stewards
- ✓ Asst. Cooks
- ✓ F & B Captains
- ✓ Chef-de-partie & Sous Chef
- ✓ Pastry Man/Baker Confectioner
- ✓ Cook
- ✓ Dishwasher / Laundry



Our Track Record

We specialize in identifying, sourcing, screening, and placing qualified candidates in roles across various industries.

PRODUCTION & MANUFACTURING

- ✓ Production Operator
- ✓ Quality Control
- ✓ Inspector
- ✓ Assembler
- ✓ Production Line
- ✓ Leader
- ✓ Helper
- ✓ Assistants
- ✓ Cleaners

SALES & MARKETING

- ✓ Managers
- ✓ Sales Executives
- ✓ Sales Supervisor
- ✓ Accountant
- ✓ Cashier
- ✓ Sales Men / Lady
- ✓ Sales Boys / Girls
- ✓ Cashier
- ✓ Trolley Boys



Our Track Record

We pride ourselves on our diverse portfolio of clients across various industries.



SECURITY SECTOR

- ✓ Watch Man
- ✓ Security Officer
- ✓ Security Supervisor
- ✓ Security Guard (Male / Female)
- ✓ Body Guard & many more

OFFICE / ADMINISTRATION

- ✓ Chartered Accountant
- ✓ Accountant
- ✓ Asst. Accountant
- ✓ Computer Operator
- ✓ Receptionist



SERVICE SECTOR

- ✓ Teacher
- ✓ Barber
- ✓ Beautician
- ✓ Cleaners (Male / Female)
- ✓ Care Giver / House Maid



Our Valued Clients

KUWAIT



ETC
KUWAIT



Dentica



an
L NAJA



Beauty
Works
PROFESSIONAL

Dlight
Khalifa Road



نعيماء
Naeeman
Ladies Salon

PINK
LOS ANGELES



عيادة الميدان
Maidan Clinic

ARGAN ALBIDA'A
HOTEL AND RESORT



JUNKO
Sushi & Japanese Dining



Our Licenses



مركز الكويت للأعمال

اجازة شركة ممنوحة بموجب قانون التجارة رقم 68 لسنة 1980 , وقانون الشركات رقم 1 لسنة 2016
والقوانين المعدلة له وقانون ترخيص المحلات التجارية رقم 111 لسنة 2013

رقم الترخيص	2024/25005	رقم الملف	192978
تاريخ إصدار الترخيص	16/09/2024	تاريخ انتهاء الترخيص	15/09/2028
الرقم المركزي	2012202430853	رقم الجهة المدني	5842199
رقم السجل التجاري	508753	نوع الترخيص	ترخيص مزاول
الكيان القانوني	شركة ذات مسؤولية محدودة		
تحت الاسم التجاري	شركة ستار استاك لاستقدام العمالة الأهلية		
راس المال - دينار كويتي	10000	تاريخ القيد في السجل	21/08/2024
لمزاولة الانشطة التالية :			

رمز النشاط	اسم النشاط
783014	استشارات تنمية الموارد البشرية

على العنوان التالي :

الرقم الآلي للعنوان	المحافظة	المنطقة	القطعة	القسيمة
22108557	حولي	السالمية	009	000131
الشارع	اسم المبنى	الدور	نوع الوحدة	رقم الوحدة
شارع سالم المبارك	شركة فيتو المتحدة للتجارة العامة والمقاولات	02	مكتب تجاري	42

عدد الموافقات : 2

جهات الموافقة :

اسم الجهة	رقم الموافقة	تاريخ الموافقة
بلدية الكويت	1333072	16/09/2024
وزارة العدل	3267	20/08/2024



يُعتبر الترخيص ملغياً بعد مضي سنة من تاريخ انتهائه.
يُعتبر هذا النموذج وثيقة رسمية رقمية صادرة من وزارة التجارة والصناعة .

Our Licenses



الهيئة العامة للقوى العاملة Public Authority of Manpower



شهادة اعتماد توقيع صاحب عمل

تفاصيل ملف صاحب العمل

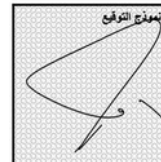
رقم الملف :	100227641	اسم الملف :	شركة ستار استاك لاستخدام العماله الأهلية
ادارة العمل :	محافظة حولي	نوع الملف :	شركة
تصنيف الملف :	تجاري عادي	الكيان القانوني :	شركة ذات مسؤولية محدودة
		اجمالي عدد التراخيص :	1
		اجمالي العقود الحكومية :	0

قائمة التراخيص

الرقم المدني	الرقم الموحد	اسم الترخيص	الجهة المصدرة	رقم الترخيص	تاريخ الانتهاء	رقم العنوان	المحافظة
5842199	555827	شركة ستار استاك لاستخدام العماله الأهلية	وزارة التجارة والصناعة	202425005	15/09/2028	22108557	حولي

قائمة المفوضين

الرقم المدني :	266030601147
اسم المفوض :	فاضل يوسف احمد الخريبط
من تاريخ :	26/09/2024

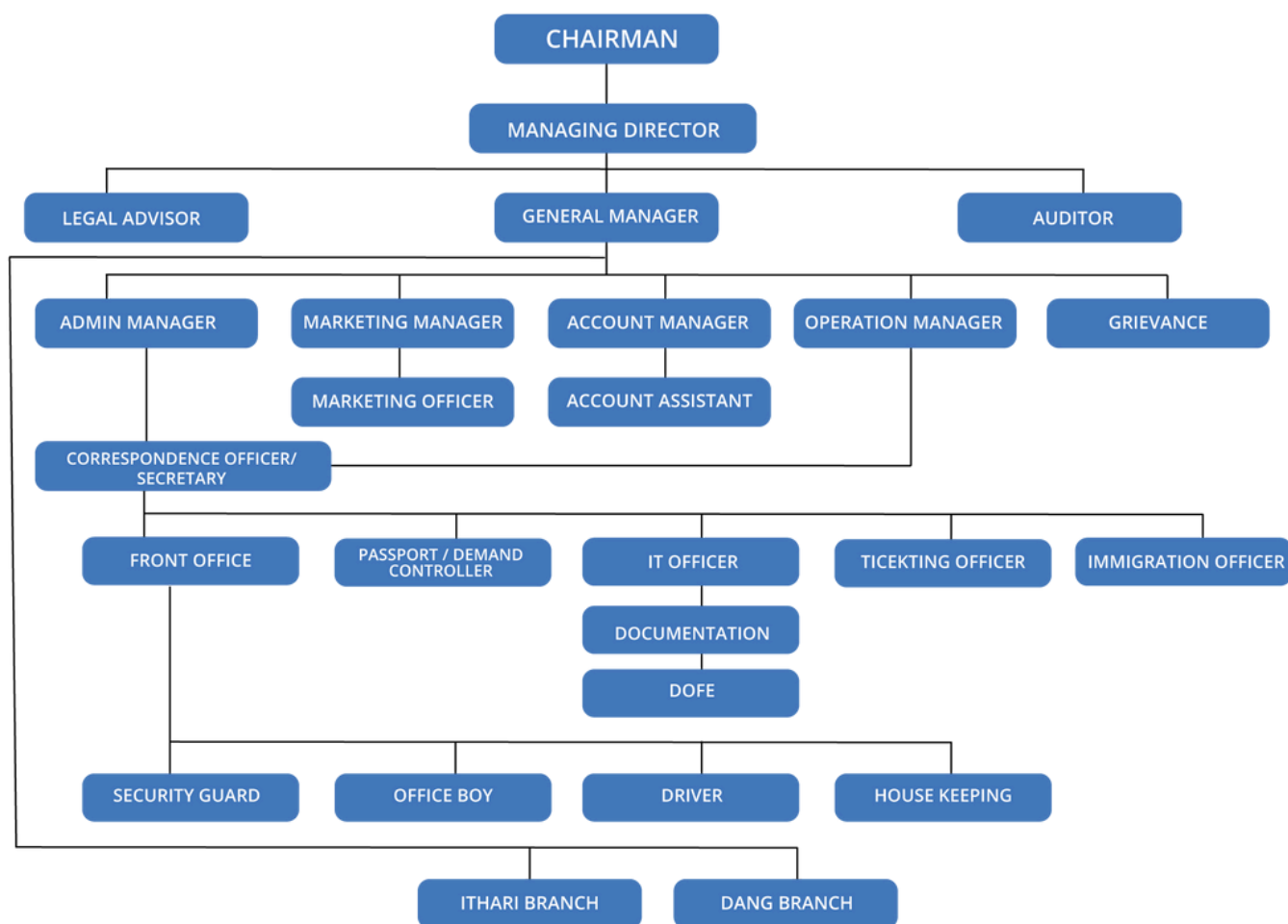


- هذه الشهادة الإلكترونية صادرة عن الأنظمة الآلية للهيئة العامة للقوى العاملة
- للتحقق من صحة بيانات الشهادة يمكنك مسح رمز التشفير - QR Code
- مدة صلاحية الشهادة عام من تاريخ الإصدار





Organisation CHART



EMPOWER BUSINESS

BY CONNECTING
WITH EXCEPTIONAL
TALENTS.

The primary goal is to match the right talent with the right job, creating value for both the employer and the employee.

CALL US NOW

☎ **+965 96768813**
+965 66317641
+965 65927376





We provide comprehensive solutions tailored to your unique business needs. **Let's grow together!**



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Al Salam Mall,
2nd Floor, Office #42,
Salmiya, Kuwait

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✉ info@star.com.kw

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