



اكنيسي فكريا ان ماريا منورة

**MARIAH MUNAWWARAH EMPLOYMENT AGENCY**

*World's leading employment agency*

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# ABOUT US

MM Employment Agency is one of leading Human Resource Company recognized as Overseas Placement Consultant and provider in Brunei. A professionally managed organization with almost Recruitment network spreading over country. MM Employment Agency gathers several permitted by the Government of Brunei as an employment agency for local & overseas recruitment of unlimited number of workers.

Our corporate goal is to pursue excellence in our professional services as well as serving our valued customers to their complete satisfaction and to the best of our ability with strength of Team work, Honesty & Sincerity.

We are committed to providing reliable, amicable, and professional service to our valuable clients, being friendly to the environment.

Our appreciation of our clients' interests, evidenced by meeting their requirements and ensuring high quality services, is the prime directive of our management. Our growth and profitability are maintained through innovation, technical enhancement, and adaptability to all our customers.

# INTRODUCTION



*Assalamualaikum wbt & hello,*

Mariah Manawwarah Agency is one of the world leader in innovative workforce solutions, connecting human potential to the power of business. Mariah Manawwarah Agency serves both large and small organizations across all industry sectors through four main brands and offerings: Manpower Hiring Solutions and Right Recruitment Management.

We operate a worldwide network of 20 countries and territories. With global insight and local expertise, Mariah Manawwarah Agency partners with clients to accelerate their business by providing the people and services that raise the quality, productivity and efficiency of their total workforce, including recruitment and assessment, training and development, workforce consulting, outsourcing and career management.

Our commitment is to create a close relationship between the employers and the employees that makes our company one of the best to handle with. We look forward in providing with the best of services to you in days to come.

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WE COMBINE CONTRADICTIONS   I   WE ARE BUILDING A TRUST-BASED RELATIONSHIP   I   WE IMPROVE OURSELVES EVERY DAY

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What is the advantage to work with?

Our personnel are experienced and dynamic team with more than 15 years of experience in the field of recruitment and more than 15 years of construction of Commercial, Industrial & residential housing.

Thanks you for choosing Mariah Munawwarah Employment Agency as your business partner. We assure you our best of services at all times.

Sincerely,

Pg Kemariah Binti Pg Manshor

Director

Mariah Munawwarah Employment Agency

# CORE VALUE



A close-up photograph of a hand moving a white chess piece, specifically a king, on a chessboard. The background is blurred, showing other chess pieces and the texture of the board.

# VISION & MISSION

## Vision:

Our vision is to become the employers' preferred Recruitment Agency of choice based on the extent and quality of our service. We also endeavor to be the preferred platform for candidates to discover and pursue exciting careers with their ideal organizations.

We believe great talent will transform an organization, turning potential into success. At MM Employment Agency, our purpose is to enable organizations to thrive and succeed by helping them identify, recruit and retain the best people.

## Mission:

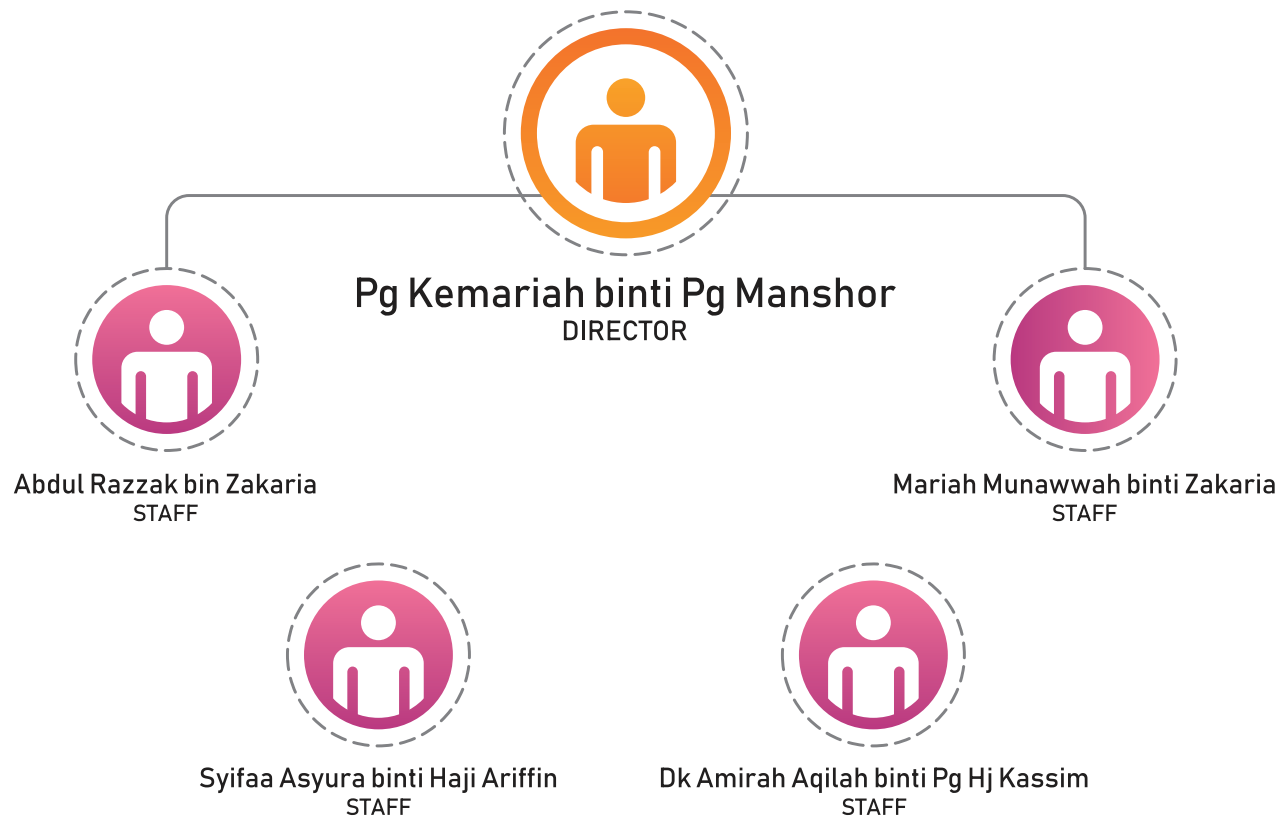
Our mission is to be the preferred and trusted recruitment partner to both our clients and candidates. To achieve this, we are committed to the provision of excellent customer service, quality staffing and competitive pricing. We will continue to work in close consultation with our clients to ensure that their staffing needs are adequately met to their complete satisfaction.



# LEGAL INFORMATIONS

Company Name : Mariah Munawwarah Employment Agency  
Company Owner's Name : Pg Kemariah Binti Pg Manshor  
Registration Number : P/639993/2005  
License Number : PJB/LAP/2012/090  
Language : Malay, Arabic & English  
Operating Experience : Managing Employment Agency about 15 Years

# ORGANOGRAM



# LICENSING



LICENCE NO.: PJB/LAP / 2012/ 090

EMPLOYMENT AGENCIES ORDER, 2004

LICENCE TO CARRY ON BUSINESS OF EMPLOYMENT AGENCY  
(Issued under section 7(1) / section 12 of the Employment Agencies Order, 2004)

1. MARIAH MUHAMMAD EMPLOYMENT AGENCY of UNIT 1.....  
(Name of person / partnership / company) (Address)  
1ST FLOOR, BANGUNAN H.H. FATIMAH, SIMPANG 5, JALAN  
GADONG, BE3719, NEGARA BRUNEI DARUSSALAM.  
is hereby licensed under the provisions of Employment Agencies Order, 2004 to  
carry on at UNIT 1, 1ST FLOOR, BANGUNAN H.H. FATIMAH, SIMPANG 5,  
(situation of the premises)  
JALAN GADONG, BE3719,..... the business of an employment agency.  
NEGARA BRUNEI DARUSSALAM.

2. This licence is issued subject to the provisions of the Employment Agencies Order, 2004 and all regulations made thereunder.

3. This licence is valid for the period of 2 years from the date of issue.



Date of issue: 18TH DECEMBER 2018.....

  
  
Commissioner of Labour

0398  
Serial No.:  
Edition: 2010/ 01

IPC/2010

# WORKING HOURS



Monday : 8:30am to 11:30am & 2pm to 4:30pm  
Tuesday : 8:30am to 11:30am & 2pm to 4:30pm  
Wednesday : 8:30am to 11:30am & 2pm to 4:30pm  
Thursday : 8:30am to 11:30am & 2pm to 4:30pm  
Friday : 8:30am to 11:30am  
Saturday : 8:30am to 11:30am & 2pm to 4:30pm  
Sunday : **WEEKEND**



# OUR SERVICES

## Foreign Work Pass at Department of Immigration and National Registration:

- Employment visa/pass application and employment pass endorsement application
- Dependent visa/pass application and dependent pass endorsement application
- Re-entry visa for employment/dependent pass holder
- Application for cancellation of employment/dependent visa/pass
- Application for extension of employment/dependent pass Student visa/pass

## Foreign Worker Recruitment at Department of Labour:

- New/Additional/Renewal of Foreign Worker Licenses
- Transfer of Contract for Foreign Worker
- Cancellation of Foreign Worker Licenses
- New/Additional/Renewal of Domestic Helper Licenses
- Transfer of Contract for Domestic Helper
- Cancellation of Domestic Helper Licenses
- Foreign Workes's JITPA

## Others Services:

- Schedule an appointment at Foreign Worker Health Screening Centre
- Buying of Insurance Workmen's Compensation and
- Guarantee/Takaful Contribution for Foreigner Workers (JITPA)



# SUPPLY OF WORKERS

Mariah Munawwarah Employment Agency takes pride of its extensive and diverse experience in recruiting and supplying foreign workers for the industries as follows:

- Mechanical & Engineering Shipyard & Shipbuilding Manpower
- Construction Manpower
- Engineer & Technician
- Heavy Equipment Operators & Drivers
- Manufacturing Manpower
- Retails Manpower
- Information Technology Manpower
- Hotel & Restaurant Manpower
- Supervisor & Admin Personnel
- Agriculture Manpower
- Mining Manpower
- Security Manpower

# MANPOWER SUPPLY



## Construction Sector

- Asphalt Worker
- Carpenter
- Earth Worker
- Electrician
- Gypsum Plasterer
- Fitter
- Rigger
- Tire Man
- Painter
- Plumber
- Duct Installer
- Duct Insulator
- Welder
- Scaffolding Worker
- Sandblaster
- Steel Fixer
- Sheet Metal Worker
- Mason
- Plasterer
- Tiller
- Road Surveyors
- AC Installer
- AC Repairer

## Engineer & Technician

- Architect
- Auto CAD
- Building Permit Engineer
- Chemical Engineer
- Civil Engineer
- Electrical Engineer
- Environment Engineer
- Estimation Engineer
- Instrumentation Technician
- Insulation Technician
- Lab Technician
- Land Surveyor
- Machinist
- MX Design Engineer
- Pest Control Technician
- Planning Engineer
- Process Engineer
- Production Engineer
- Refrigeration Mechanic
- Road Engineer
- Safety Engineer
- Shift Engineer
- Site Engineer
- Site Project Engineer
- Structural Engineer
- Utility Engineer

# MANPOWER SUPPLY



## Heavy Equipment Operator & Driver

- AC Paver Operator
- Asphalt Plan Operator
- Back Hoe Operator
- Batching Plan Operator
- Bulldozer Operator
- Roller Operator
- Shovel Operator
- Trailer Driver
- Vibrator Operator
- Water Tank Truck Driver
- Injection Molding Operator
- Excavator Operator
- Loader Operator
- Pump Operator
- Grazer Operator
- Chipping Spreader Operator
- Concrete Pump Operator
- Crane Operator
- Dump Truck Driver
- Forklift Operator

## Manufacturing, Aluminum & Gas Worker

- Aluminum & Gas Worker
- Assembler
- Carry Man
- Electronic Worker
- Machine Cleaner
- Processing Worker
- Storekeeper
- Tailor
- Textile Worker
- Tire Tube Repairer
- Electronic Worker
- Driller
- Drilling Engineer
- Drilling Superintendent
- Field Service Technician
- Maintenance Technician
- Petroleum Engineer
- Plant Operation Engineer
- Wire Line Operator

# MANPOWER SUPPLY



## Information Technology Sector

- Auto CAD Draftsman
- Computer Engineer
- Computer Operator
- Computer Technician
- Consultant / Trainer
- Database Administrator
- Developer / Programmer
- ERP / CRM Specialist
- Graphics Designer
- IT Engineer
- IT Supporter
- IT Technician
- Network System Administrator
- Project Manager
- Surveyor
- System Analyst
- Test & Quality Assurance
- Web Designer
- Web Developer

## Hotel & Restaurant Sector

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

# MANPOWER SUPPLY



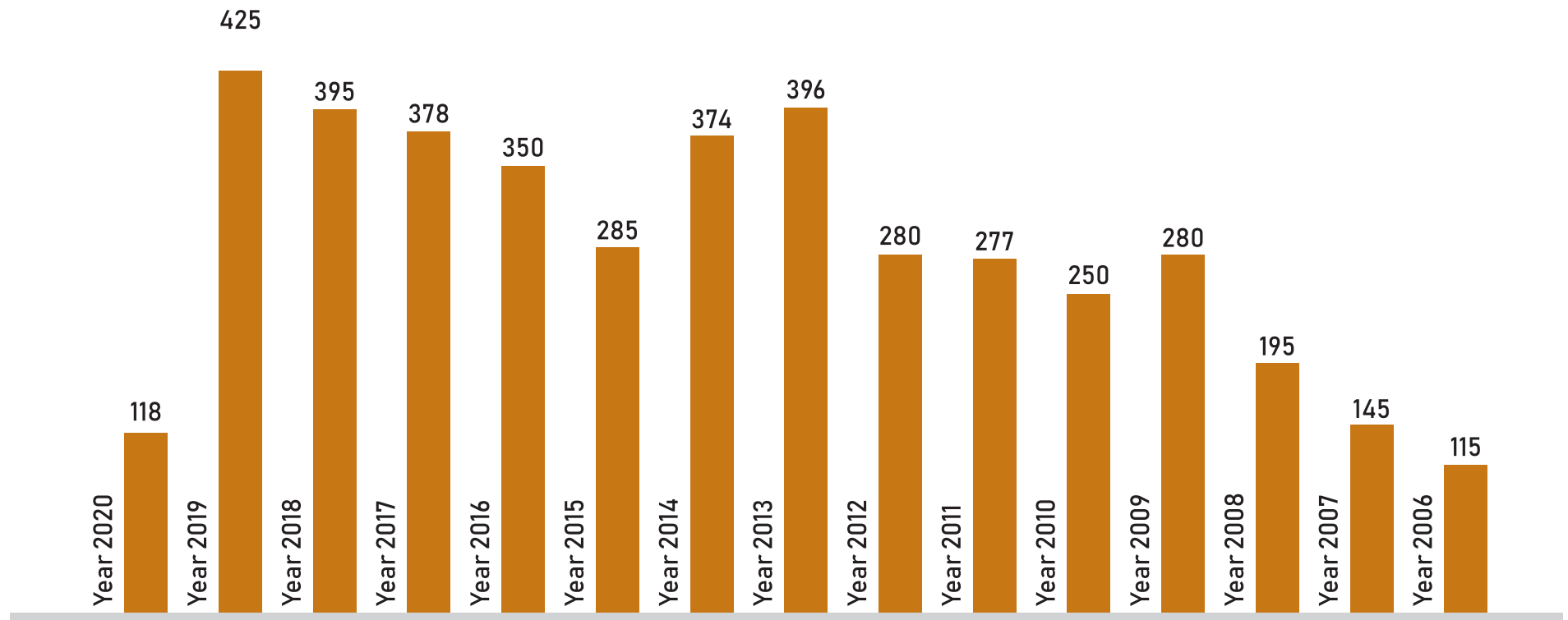
## Supervisor & Admin Personnel

- Bird Control Supervisor
- Construction Manager
- Contract Manager
- Data Entry Clerk
- Dispatcher
- Furniture Factory Supervisor
- HSE Supervisor
- Landscaping Manager
- Material Controller
- Maintenance Supervisor
- Office Admin Assistant
- Office Administrator
- Painting Inspector
- QC-QA Manager
- Quantity Surveyor
- Factory Supervisor
- Road Construction Manager
- Senior Contract Specialist
- Senior Estimator
- Site Coordinator
- Site Medic
- Thermal Insulation Supervisor
- Translator / Inspector
- Warehouse Man
- Workshop Manager
- Project Manager

## Agriculture & Security Sector

- Farmer
- Animal Care
- Greenhouse Worker
- Farming Operator
- Agriculture Engineer
- General Worker
- Security Guard
- Security Supervisor
- Security Officer
- Protecting Events

# EMPLOYMENT REPORT





# OUR VALUED CLIENTS

Md Raffie Construction

GYPSY Dress Designer

Pg Kemariah Sdn Bhd

Juja Enterprise

Ak Management Services

Maha Suria Sdn Bhd

Golden Coffee Restaurant & Catering

Mita & Mehedi Sdn Bhd



# CAREER AT MMEA

*Be part of progress*

## CAREER

Share our energy and enthusiasm for growing and diversifying Brunei Darussalam's economy.

Thank you for your interest on exploring employment opportunities at MMEA.

Please revisit this page from time to time to look out for any vacancies invites below.

# SOCIAL RESPONSIBILITIES



## Code Of Business Conduct And Ethics

We are all expected to do the right things and to do them well. We share these expectations with our partners and suppliers and others who are part of the work we do at MM Employment Agency to benefit all our stakeholders.



## Data Privacy

As a world leader in the employment services industry, MM Employment Agency helps both companies and individuals to navigate the changing world of work. People are central to our business, and we take our responsibility for ensuring the privacy and protection of personal and sensitive information very seriously.



## Diversity

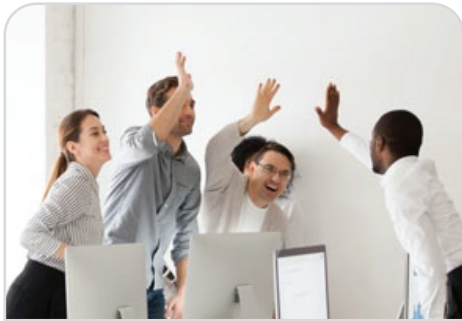
MM Employment Agency considers diversity in the workplace to be essential, and encourages and embraces its diverse workforce. As a global organization, our employees, contingent staff, clients and suppliers are naturally diverse. We value and encourage the broad range of perspectives and capabilities this diversity brings.



## Employee Health, Safety And Wellness

We are all expected to do the right things and to do them well. We share these expectations with our partners and suppliers and others who are part of the work we do at MM Employment Agency to benefit all our stakeholders.

# SOCIAL RESPONSIBILITIES



## Environment

MM Employment Agency conducts its business with respect and consideration for the environment. As a service organization, our environmental impact is small compared to manufacturing industries. However, in all of our operations, we strive to minimize our impact on the environment through reduction of waste and energy consumption.



## Justice And Fair Labor

We believe everyone should have the opportunity to work. Our business was founded, and continues to be based on, the respect for meaningful work as a fundamental human right. Through our many local partnerships, we endeavor to provide opportunities for people from disadvantaged and underrepresented populations to enter the workforce and maintain their employability.



## Human Trafficking

MM Employment Agency is one of the company to sign the Athens Ethical Principles, which declare a "zero tolerance" policy for working with any entity which benefits in any way from human trafficking.



## Lifelong Learning And Development

MM Employment Agency believes continued learning is important for all of our employees and associates, and we strive to ensure that everyone in our organization has ready access to development opportunities at all times.

# SOCIAL RESPONSIBILITIES



## Anti-Corruption Policy

MM Employment Agency and its subsidiaries and affiliates worldwide are committed to conducting our business with honesty, integrity, trustworthiness, and accountability.



## Procurement And Supply Chain

MM Employment Agency believes that its values should be reflected and embraced by all of its partners throughout the entire supply chain.



## Social Media Policy

Leveraging social media can help us benefit from a diversity of perspective and introduce us to new ideas and untapped sources of talent.



## WE SUPPORT UNITED NATIONS SDGs 2030

We're committed to helping transform the world. In 2015 the United Nations set the 2030 Agenda for Sustainable Development. Included are 17 goals to improve the lives of people everywhere and protect the world we live in. At MM Employment Agency; we're big supporters of the UN agenda and have been since we signed up to the Global Compact in 2006.

We realize our impact is greatest against the specific goals that are closest to what we do, in and around the world of work. That's why we've chosen four goals to focus on.

# PHOTO ARCHIVES



■ CONSTRUCTION



■ INFORMATION TECHNOLOGY



■ ENGINEER & TECHNICIAN



■ HOTEL & RESTAURANT



■ HEAVY EQUIPMENT OPERATOR & DRIVER



■ AGRICULTURE & SECURITY



#### ADDRESS

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