

RETINA

GROUP



*HR Solution Globally*

Your Ultimate Gateway  
for a  
Total hr Solution



# Retina Recruiting

*HR Solution Globally*



### **Thank you**

*for investing your time exploring Retina as your Human Capital partner. Your Retina team is ready to deliver a full suite of customized staffing, recruitment management and employee solutions.*

### **We deliver**

*As your organization's seamless Hr partner, our staffing and human resource solutions work for you.*

### **Our mission is simple**

*Our mission is simply to deliver un compromised service excellence and value in all phases of staffing and HR support. We believe that we succeed only when you succeed.*

## **We work for you!**

### **From sourcing to deployment**

- Sourcing of Candidates
  - + Database Analysis
  - + Network and Recommendations from deployed workers
  - + Advertising (Online and Newspapers)
  - + Direct Sourcing / head hunting
  - + Job Fairs
- Pre-Selection
  - + Screening, + Interview, + Competency Testing
  - + Language skills evaluation
- Preparation of comprehensive files of shortlisted candidates
- Sending of pre-selected CVs to the client
- Final Selection Process by client (Live / Skype or Telephone interviews)

After the selection process by the client, RETINA handles all the administrative procedures in compliance with government regulations and requirements of Sri Lanka and the country of assignment to avoid any discrepancies.

- Facilitation of workers' deployment and pre-departure orientation
- Regular visits to clients for feedback on deployment and performance



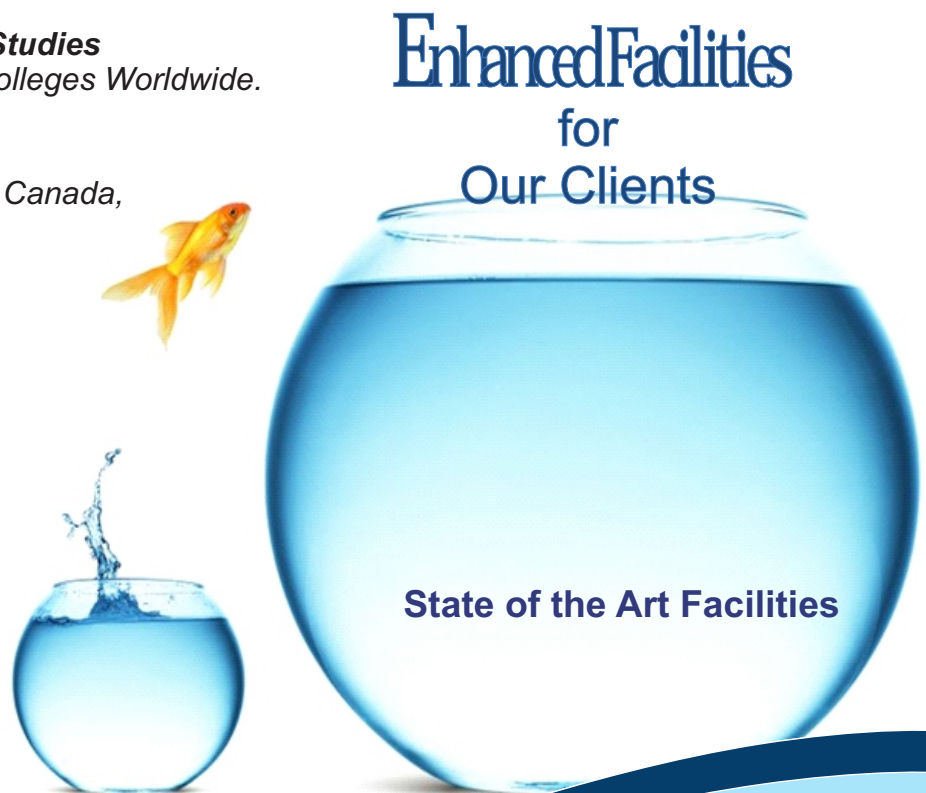
*RETINA is a deep rooted fast growing Group of Companies in Sri Lanka, Retina's field of expertise began last decade with recruiting and supply human resources to the Local and International employment market. Although this is still a major strong hold today, RETINA through an depth research in the market, identified a dire need for quality training and continuing education. The research was translated into concrete action*

*RETINA is currently engaged in several related activities such as Recruitment and contract supply of Personnel, Travel & Tour operating services, Office Automation and Career Guidance Service, Training and Development, Foreign Universities Student Placements, Family & Skilled Migration to Western Continents, and Manpower Consultancy Services.*

*This diversifications added not just synergy to its existing business portfolio but greatly enhanced its credibility and success in the market.*

## **Our Concerns:**

-  **Retina Recruiting**  
*Complete HR Solution, Trade Testing, Shortlisting, Evaluating*
-  **Retina Tours & Travels**  
*Airline Ticketing, Outbond Operations, Inbond Tours, Hotel Bookings*
-  **Retina Computer Services**  
*Total Hardware & Software Solutions, Networking, Training*
-  **Retina Institute of Business Studies**  
*Placements to Universities & Colleges Worldwide.*
-  **Retina Migration Services**  
*Migration services to UK, USA, Canada, Australia & New Zealand*
-  **Retina Inspection Services**  
*Welding & NDT Inspectors*



# Our Directors.....



*Thank you for considering Retina Recruiting, We at retina stand ready to provide you with the highest quality service and assistance in meeting your requirements.*

*As Chairman of Retina Group I bring over 25 years of experience in Human resource supplies industry, having worked at just about every level of management in Multi National Organizations.*

*We have been associating with the Middle East for the past 25 years, as it I understand the specific needs of Middle Eastern sponsor companies; I am especially competent to provide service to those investors.*

*“Right Person to the Right Place” is the motto that has put Retina in the forefront of the Recruitment industry, so that Retina is maintaining the practice in recruiting of the Right person for the Right Position at the Right place and also considered the Right Price and Right Pace.*

*We always honored the trust & Confidence placed in us by our valued Clients and Job seekers.*



*Dr. Thambiraja Sritharan  
Chairman*



*We as Sri Lankan Proud to pronounce that we provide a vast selection of Employment to our nation according to their professional skills, and being a supporting hand to our country in bringing Foreign Income.*

*All this is made possible since we have a large network of Prospective clients and Agents and our fast growing & up to date Data bank.*

*I trust that you will have less stress working with us.*

*Mrs. Pushpadevi Sritharan  
Managing Director*

# We are.....



*We are a professional organization managed by a team of Human Resources Management professional who possess wealth of experience in the provision of HR Services and consultancy.*

*Having spent many decades in their chosen disciplines, it was founders wish to provide a service to other organizations. A service that was at least comparable to the service provided by larger international organizations, based upon what they(the founders) considered to be necessary within the region.*

*The company now boasts some of the competent, experience (in their relevant disciplines) and resilient consultants in the region. Our expertise covers all the vital aspects of Human resources.*

*We are committed to delivering quality, human resource management solutions using internationally recognized standards coupled with methodologies familiar to the region and tailored to suit the requirements of specific organizations.*

*Retina has proven track record of recruiting in the following sectors across Middle East & Asia, Automotive, Banking, Beverages, Chemicals, Construction, Consumer Goods, Distribution, Electronics, Energy, Engineering, FMCG Foods, Financial Services, Retail, Electronics, Healthcare, Information Technology, FMGC-Non Foods, Insurance, Leisure, Legal, Manufacturing, Media & Advertising, Pharmaceutical, Biotechnology, Professional Services, Accountancy, Public Sector, Real Estate, Technology Telecommunication, Transport, Utilities & Mining/Resources.*

# Our Operations



- Employing Countries
- Sourcing Countries

Our Operations established in both Manpower Supply countries and Manpower required countries to ensure the continues support and Guarantee of the Quality of both Employees and the employers

## Currently Manpower Employing Countries

UAE	Qatar	Kuwait
Oman	Bahrain	Saudi Arabia
Malaysia	Singapore	Cyprus

## Currently Manpower Sourcing Countries

India	Sri Lanka	Nepal
Philippines	Indonesia	Bangladesh
Vietnam	Morocco	Pakistan

# Procurement Procedure

## Understanding the Client

Existing Business Activities, Organization Structure & Cultural & future growth plans

## Mapping Position - Specific competencies

Including Job title, Deliverables, principal accountabilities, key result areas and other relevant details

## Search Target plan

Targeting the orientation, our operations team will establish a search strategy to effectively target desired group

## People Mapping

Once the target industry/company list is agreed upon, we will utilize our sources and networks, Media Advertisements

## First Shortlist

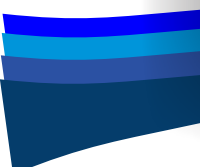
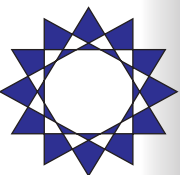
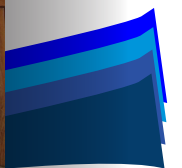
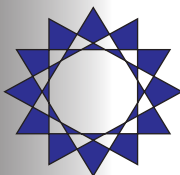
## Evaluation

Once we have determined a mutual interest in pursuing specific candidates, we will contact them, apprise them of the opportunity and elicit their interest in the position. We will then evaluate them with the aim of determining a profile match with

## Interviews

For the most appropriate candidates, we will prepare a detailed résumé and evaluation summary to facilitate the interview process. On receiving feedback from the candidates

## Post Recruitment Follow up



# Awareness Program & Trade Testing

With our years of experience in associating and supplying thousands of manpower to the International market, specially the Middle East countries, We designed a comprehensive awareness program to our entire candidates - prior to their departure.

We teach them the culture, work environment, the organization's requirements and the rules and regulations of the Companies and Country.

We are associated with the very best 3rd party trade test providers in the respective recruiting countries who employ Gulf experienced Engineers to conduct the Trade Tests. and we make it a point to recruit over 70% scored candidates. unless otherwise the Foreign Principal's representative conduct the trade test and select on their own.



The team is  
Resourceful . Talented . Inventive





# Our Clients



*We salute our valuable clients, for bringing up our company to this extend and provided the knowhow to ensure better in the future, making their recruitment process much easier and meaningful*

*We have learned a lot through our valuable clients rapidly and also given the benefit of the same to them, by providing them very effective workforce, as per the company's standard and requirements,*

*We are yet to serve our Valuable clients with Our best of services And knowledge.*

*We Thank our clients once again.*



موانئ دبي العالمية  
**DP WORLD**



شركة المعدات الصناعية و الخدمات  
**Industrial Equipment & Services Co...**





*HR Solution Globally*

## **Retina Recruiting**

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