

# Retina Group

- UAE
- SRI LANKA
- INDIA
- NEPAL
- BANGLADESH
- PHILIPPINES



**YOUR ULTIMATE GATEWAY**

*For a*

**TOTAL HR SOLUTION**

# The Group - Retina

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**RETINA** is a deep-rooted fast growing group of Company in Sri Lanka, Retina's field of expertise began last decade with recruiting and supply human resources to the foreign and local 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 in to concrete action.

RETINA is currently engaged in several related activities such as Recruitment and Contract Supply of Personnel, Travel and Tour operating Service, Office Automation and Carrier Guidance Services, Training and Development, Foreign Universities Students Placements and Manpower Consultancy Services. This diversification added not just synergy to its existing business portfolio but greatly enhanced its credibility and success in the market.

## Our Concerns

### **Retina Recruiting**

Complete Recruitment, Trade Testing, Shortlisting, Evaluating.

### **Retina Tours & Travels**

Airline Ticketing, Outbound Operations, Inbound Tours, Hotel Bookings.

### **Retina Computer Services**

Total Hardware & Software solutions, Networking, Software Development & Training.

### **Retina Institute of Business Studies**

Placement to Universities & Colleges Worldwide

### **Retina Migration Services Management Consultancy & Studies**

Highly Skilled, Skilled, Labour Shortage Migration consultancy for UK, USA, Canada, Australia & NZ.

*Enhanced Facilities  
for our Clients:*



Fully Air conditioned Office

Computerized Job bank

State of the Art Services

Best Accommodation in 5\* Hotels

Friendly & Professional staff

# RETINA HR - UAE

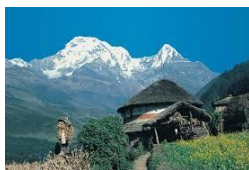
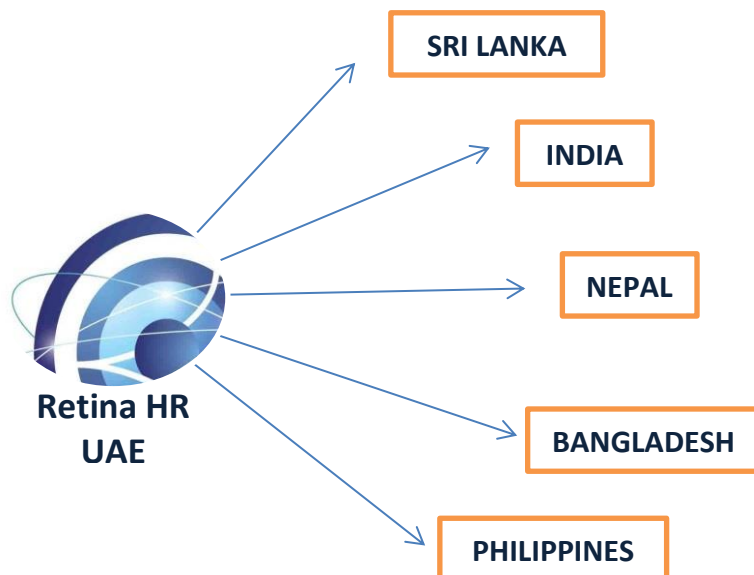
*A Corporate HUB for our Gulf based Clients*

## No more Hassle

Now we have our new plant in the UAE – Sharjah to assist for all your Pre and Post recruitment processes in addition to the prevailing services provided.

This will include:

- Liaising with Clienteles and assisting them to find right candidate for their operation
- Preparation and checking the required documents for Embassies
- Submitting and collecting documents from Embassies – if required
- Coordinating with Departments / Embassies with regard to documentation – if required
- Mediating if any Worker - Company displeasures
- Any other assistance required by the Companies





# Retina Recruiting



*HR Solution Globally*

*Welcome to Retina Recruiting*

## **Thank You**

For investing your time exploring Retina Recruiting as your human resource (HR) partner. Your Retina team is ready to deliver a full suite of customized staffing, recruitment management and employee support 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 uncompromised service excellence and value in all phases of staffing and HR support. We succeed only when you succeed.

## **WE WORK FOR YOU!**





**Leave your tension**

**We Work for You**

## About- Retina Recruiting

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.



**Excellent Award 2012**

# From our Chairman's Desk

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 20 years of experience in Human resource supplies industry, having worked at just about every level of management in Multi National Organizations.

I have been dealing with the Middle East for the past 20 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" id 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 – Retina Group



**TEAMWORK**



*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 Databank.*

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

**Mrs. Pushpadevi Sritharan**  
Managing Director.

# Retina Recruiting.....

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A well-established structured Manpower supply organization Licensed by the Government of Sri Lanka to recruit any category of workers for Foreign Employment.

RETINA incorporates a comprehensive and rapidly growing Fully Computerized Data Bank of top quality professionals ranging from Professionals, Management & Administrative workers to Engineering, Technical, clerical and Skilled & unskilled workers. That provides our clients with the very best talents. Its qualified and multicultural team of professional consultants aims at one objective and efficient recruitment process. Our Computerized data bank has over 5000 active applications, which in deed ease us to supply any category applications within a very short time to our clientele.



This involves a thorough understanding of the Client's needs followed by screening resumes of potential candidates through personal interviews and reference checks. In the event of non availability of personnel in the data bank RETINA resorts to alternate means such as Advertisements in the local and international Newspapers, websites, Head Hunting and sourcing through our strategically located agencies world wide



# Awareness program & Trade Testing.

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With our years of experience in associating and supplying thousands of manpower to the Middle East and to the Western countries, now we arrange a comprehensive awareness program to our entire candidates prior to the departure, I that we teach them the culture, work environment, the organization’s requirement, and the rules and regulations of the companies and the Government.

We are associated with the very best trade test providers in Sri Lanka. Who employed in Middle East experienced Engineers to conduct the trade tests. And also we make it a point that we supply only “A” graded applicants unless otherwise the Foreign Principal conducts and passes the candidates on their own.



The team is  
Resourceful . Talented . Inventive



Association with Retina gives you competitive fees and peace of mind that comes with a permanent placement guarantee.


























# Job Categories Available in Sri Lanka.







## **ENGINEERING**

-  Chartered Engineers
-  Sales Engineers
-  Civil Engineers
-  Mechanical Engineers
-  Planning Engineers
-  Architectures
-  Quantity Surveyors
-  Land Surveyors
-  Foreman




## **SKILLED LABOUR**

-  Masons
-  Carpenters
-  Electricians
-  Plumbers
-  A/C Technicians
-  Painters
-  Fiberglass Technicians
-  Gypsum Technicians
-  Steel Erectors
-  Watch Repairmen
-  Tire man
-  Hair Cutters
-  Pipe Fitters
-  Welders
-  6G. Welders
-  Steel Fabricators
-  Lathe Man
-  Aluminum Technicians
-  Marble Cutter
-  Terrazzo Workers
-  Floor Cleaners
-  Cushion Makers
-  Upholsterers







## **HOTEL**

-  Front Office Manager
-  Receptionist
-  Telephone Operator
-  Cook
-  Exe. House Keeper
-  Night Manager
-  Room Boys
-  Gardner








## **ACCOUNTS**

-  Accounts
-  Assistance Accountants
-  Internal Auditors



## **OFFICE CATEGORIES**

-  General Managers
-  Sales & Marketing Managers
-  Executive Staffs
-  Confidential Secretaries
-  Computer Operators
-  Data Entry Operators






## **ART & DESIGN**

-  Artists
-  Class cutting & Carving
-  Wood Carving
-  Landscape Designers
-  CAD Designers
-  Interior Decorators
-  Photographers





## **ADVERTISING**

-  Advertising Managers
-  visualizer



## **HEAVY EQUIPMENT OPERATORS**

-  Mobile Crane Operators
-  Fork Lift Operators
-  Asphalt Machine Operators
-  Heavy Vehicle Drivers
-  Light Vehicle Drivers


## **TECHNICIANS**

-  Electronic Technicians
-  Telephone Technicians
-  Photocopy Technicians
-  Elevator/Lift Technicians

## **WATERPROOFING**








-  Waterproofing Engineers
-  Waterproofing Technicians

## **PRINTING**







-  Printing Manager

-  Binder
-  Machine Operators-Offset

## **MEDICAL**

-  Doctors
-  Surgeons
-  Specialist
-  Dentists
-  Nurses
-  Attendants
-  Dieticians

## **MISCELLANEOUS**

-  Beauticians
-  Hair Cutters
-  Tailors
-  Fireman
-  Security Officers
-  Security Guards



# 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.





**UAE : + 971 5608420**



**Retina Group**  
544 2/1, 2<sup>nd</sup> Division,  
Maradana,  
Colombo 10.  
Tel: + 94 114 510442 / 3  
Fax: + 94 114 723818  
Email: [recruit@retina.lk](mailto:recruit@retina.lk)  
Web: [www.retina.lk](http://www.retina.lk)  
Mob: +94 777 671317

UAE: + 971 562608420

Sri Lanka: + 94 777 671317