

Global Guide International Travel Consultancy

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1. Introduction

1.1 Company Overview

Global Guide International is a trusted travel and overseas employment consultancy committed to providing reliable, ethical, and efficient solutions for both candidates and employers. With a global network and local expertise, we specialize in overseas manpower recruitment, visa processing, and cross-border employment solutions.

1.2 Vision & Mission

Vision: To become a leading global recruitment and migration consultancy that empowers lives through ethical and sustainable overseas employment.

Mission: To connect qualified job seekers with reputable international employers while ensuring transparency, compliance, and candidate wellbeing.

1.3 Our Core Values

- **Integrity:** We operate with honesty and transparency.
 - **Accountability:** We take full responsibility for our services.
 - **Respect:** We value cultural diversity and individual dignity.
 - **Compliance:** We strictly adhere to national and international laws.
 - **Commitment:** We are dedicated to long-term success for candidates and employers.
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2. Legal Registration & Compliance

2.1 Business License & Trade Registration

Our company is legally registered under the relevant national business and trade authorities, ensuring we operate within the framework of business ethics and law.

2.2 Govt. Approvals and Certificates

We hold all necessary licenses and certifications from governmental bodies for recruitment, visa consultancy, and training services.

2.3 Compliance with Overseas Employment Regulations

Our operations comply with national and international labor and employment regulations, including POEA, ILO standards, and the relevant ministry directives.

3. Services We Offer

3.1 Overseas Manpower Supply

We supply reliable and verified manpower to foreign employers across various sectors.

3.2 Visa & Immigration Assistance

We provide full visa assistance, including document preparation, embassy appointments, and immigration counseling.

3.3 Document Processing

From attestation to legalization, we handle all required documentation for travel and employment abroad.

3.4 Pre-Departure Orientation

Candidates receive training on travel safety, legal rights, job responsibilities, and cultural adaptation.

3.5 After Deployment Support

We offer continuous support to candidates even after deployment, ensuring job satisfaction and legal compliance.

4. Key Destination Countries

4.1 Denmark

We specialize in seasonal and agricultural placements under the Denmark Seasonal Worker scheme.

4.2 UK

We assist with the UK Seasonal Worker Visa and other opportunities through licensed UK sponsors.

4.3 Romania

We have strong partnerships in Romania for factory, hospitality, and care worker roles.

4.5 Russia and Central Asia (Kyrgyzstan, Kazakhstan)

We support migration to Russia, Kyrgyzstan and Kazakhstan with skilled and semi-skilled job placements specially in Garments Industry.

4.6 Gulf Countries (UAE, Kuwait, Oman, Qatar, Saudi Arabia)

We provide a wide range of skilled and unskilled workers for the construction, logistics, and hospitality sectors.

4.7 Japan and South Korea

We assist in language training and placement in Japan and Korea, especially in technical and caregiving sectors.

4.8. Singapore, Malaysia, Laos, Cambodia

We provide a wide range of skilled and unskilled workers for the construction, Garments, and Manufacturing Factory sectors.

5. Available Workforce Categories

5.1 Skilled Workers

Includes electricians, plumbers, drivers, machine operators, etc.

5.2 Semi-Skilled Workers

Workers with basic technical knowledge such as helpers, cleaners, and storekeepers.

5.3 Unskilled Workers

Laborers, farmhands, warehouse workers, and factory assistants.

5.4 Professionals

Engineers, IT professionals, teachers, accountants, and healthcare staff.

5.5 Seasonal & Agriculture Workers

Farmworkers and pickers for short-term contracts, especially in Europe.

5.6 Hospitality & Caregivers

Chefs, housekeepers, waiters, caregivers, and nurses for elderly care and hospitality sectors.

5.7 Construction & Technical Staff

Masons, carpenters, welders, crane operators, and HVAC technicians.

6. Recruitment Process

6.1 Candidate Sourcing

We attract talent through local advertisements, social media, job fairs, and referral networks.

6.2 Screening & Selection

Initial interviews, skill tests, and background checks ensure the right fit for job roles.

6.3 Documentation & Verification

We authenticate identity documents, qualifications, and employment history.

6.4 Interview Coordination

We arrange interviews between candidates and foreign employers, both online and in-person.

6.5 Visa Processing

We ensure accurate and timely visa application processing.

6.6 Pre-departure Training

Mandatory training is provided on travel rules, workplace expectations, and personal safety.

6.7 Deployment

We manage the entire deployment process, including ticketing, medical, and onboarding.

7. Training & Language Support

7.1 Technical Skill Training

Practical workshops and certifications in areas such as construction, caregiving, and machinery.

7.2 English & Local Language Courses

Training in spoken and written English as well as local languages (e.g., Japanese, Korean).

7.3 Interview Preparation

Mock interviews and guidance to help candidates perform confidently.

7.4 Cultural Adaptation Guidance

We prepare candidates for cultural differences to reduce adjustment barriers.

8. Ethical Recruitment Practices

8.1 Zero-Cost Recruitment for Candidates (where applicable)

In accordance with ILO Fair Recruitment Guidelines, we ensure zero recruitment cost in eligible categories.

8.2 Transparency in Contracts

All employment terms are clearly communicated and documented before travel.

8.3 Anti-Fraud Measures

Strict internal checks, candidate education, and public awareness campaigns prevent fraud.

8.4 No Child or Forced Labour

We strictly follow international laws and ethical standards against exploitation.

9. Partnership with Foreign Agencies

9.1 Our Global Network

We work with licensed recruitment partners and employers across Europe, Asia, and the Middle East.

9.2 B2B Collaboration Process

Streamlined onboarding, MoUs, and compliance checks ensure smooth partnerships.

9.3 Due Diligence & Compliance

Every partner undergoes verification for license, reputation, and legal status.

9.4 How to Partner With Us

Interested foreign agencies can connect with us via our website (www.globalguideint.com) or email (info@globalguideint.com) to begin partnership discussions.

10. Why Choose Global Guide International?

10.1 Experience & Expertise

Years of experience and deep market knowledge set us apart in overseas recruitment.

10.2 Licensed & Trustworthy

We are fully licensed and operate under strict compliance and transparency.

10.3 Wide Global Reach

Our global network allows access to a wide range of opportunities.

10.4 Candidate-Centric Approach

Our priority is candidate wellbeing and long-term satisfaction.

10.5 Transparent Process

Every step is clearly communicated, documented, and traceable.

11. Office & Contact Information

11.1 Head Office Location

Located at the heart of Dhaka for easy accessibility.

96/New Airport Road, Kakoli, Banani, Dhaka - 1213

11.2 Branches & Associates

We operate through branches and partner agents across the country and abroad.

Dhaka, Mymensingh, Sylhet, Jessore, Khulna, Barishal, Chittagong, Malaysia, Kyrgyzstan and Laos.

11.3 Contact Details (Phone, Email, Website)

Direct communication via phone, email, and our official website.

Phone: +8801338624443

WhatsApp: +8801928485072

Telegram : +8801928485072

YouTube Channel: <https://www.youtube.com/@timetotravelbangla>

WhatsApp Group: <https://chat.whatsapp.com/CzeEzTBEvhEGC2v2sli77Q>


Facebook: <https://www.facebook.com/timetotravelbangla>

Email: info.globalguideint@gmail.com and info@globalguideint.com

Website: www.globalguideint.com

11.4 Working Hours & social media

Business hours and links to Facebook, Instagram, YouTube, and LinkedIn.



Government of the People's Republic of Bangladesh
National Board of Revenue

Taxpayer's Identification Number (TIN) Certificate

TIN : 424418552802

This is to Certify that **MD. IBRAHIM SUMON** is a Registered Taxpayer of National Board of Revenue under the jurisdiction of Taxes Circle-234 (Salary), Taxes Zone 11, Dhaka.

Taxpayer's Particulars :

1) Name : **MD. IBRAHIM SUMON**

2) Father's Name : **MD mosir hosen**


3) Mother's Name : **Suratan**

4.a) Current Address : **Makadi bazar, Dhaka cantonment, Cantonment, Dhaka, PO : 1206**

4.b) Permanent Address : **VIP: bepari kandi, post: Char Chandia, Shibchar, Madaripur, PO : 7906, Bangladesh**

5) Previous TIN : **Not Applicable**

6) Status : **Individual**



Date : June 21, 2020


Please Note:

A. It is required to submit to the Return of Income under section 74 of the Income Tax Ordinance, 1988.

B. Failure to file Return of Income under section 74 is liable to Penalty under section 124 and

C. Misstatement under section 140 of the Income Tax Ordinance, 1988.

Digitally Counterbalanced of Taxes
Taxes Circle-234 (Salary)
Taxes Zone 11, Dhaka
Address : A, Begun Bazar, Dhaka Office



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12.3 Recruitment License

We proudly partner with Mascot International Overseas Co. RL – 315 and RS International. RL-1428. Government-issued manpower license for overseas recruitment.

12.4 MoU / Agreements

Signed agreements with employers and agents with some key points

1. Purpose

The purpose of this Memorandum of Understanding (MoU) is to establish a cooperative framework between **GGITC** and **Partner** for the ethical recruitment, deployment, and management of skilled, semi-skilled, and unskilled workers in various countries.

2. Scope of Cooperation

Both parties agree to cooperate in the following areas:

- Recruitment and documentation processing of eligible candidates.
- Verification of candidate credentials and compliance with immigration laws.
- Ensuring ethical, transparent, and fair hiring practices.
- Providing necessary orientation and pre-departure training.
- Coordinating travel, visa, and job placement arrangements.

3. Roles and Responsibilities

GGITC Responsibilities:

- Sourcing qualified candidates according to the job descriptions provided by the Partner.
- Conducting background checks, interviews, and pre-screenings.
- Assisting candidates in completing documentation and visa processing.
- Educating candidates on destination country culture, regulations, and work environment.

Partner Responsibilities:

- Providing valid job orders and detailed job descriptions.
- Ensuring job offers, salaries, and benefits are legal and in line with destination country labor laws.
- Providing clear employment contracts before candidate departure.
- Offering safe working conditions, accommodations (if applicable), and timely payments.

4. Financial Terms

- No unauthorized recruitment fees shall be charged to candidates beyond what is permitted by law.
- The Partner shall bear employer-side recruitment and processing charges as mutually agreed in a separate service agreement.
- Payment terms, invoicing, and refund policies shall be detailed in annexes or separate contracts.

5. Validity and Termination

- This MoU shall be valid for a period of **two (2) years** from the date of signing and may be renewed upon mutual consent.
- Either party may terminate the MoU with **30 days' written notice** to the other party, provided there is no ongoing recruitment process that may be harmed.

6. Confidentiality

Both parties agree to maintain the confidentiality of all shared information, documents, and data, and not disclose any candidate or company data to third parties without prior written consent.

7. Dispute Resolution

Any disputes arising from this MoU shall be resolved through **amicable negotiation**. If not resolved, disputes will be subject to the jurisdiction of **[appropriate court or arbitration authority]**.

8. Legal Status

This MoU does not create a legal partnership, joint venture, or agency relationship. It is a declaration of mutual intent to cooperate and may be followed by detailed legal agreements.

12.5 Training Center Affiliation

We have Authorization from 2 (Two) relevant training institutions.

13. Digital Tools & Platforms

13.1 Candidate Registration & Tracking

Online portal for candidate sign-up and application tracking

(www.globalguideint.com)

13.2 Employer Dashboard

Real-time access for employers to view candidate pools, interviews, and updates.

13.3 Online Interview Scheduling

System to arrange interviews across time zones.

13.4 Document Verification & Archiving

Digitally verified records and secure storage.

13.5 Mobile App

A dedicated mobile app for real-time notifications and candidate tracking.

13.6 CRM Integration

Streamlined workflow between candidates, employers, and staff.

13.7 Cybersecurity & Data Protection

Strong data privacy policies and tools to protect sensitive information.

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