



# HTATE HTAR MAY

**COMPANY LIMITED**

Overseas Employment Agency

*"Building Bridges, Empowering Futures,  
One Opportunity at a time"*

**PROFILE**



# ABOUT US

Name of the Company

Htate Htar May Company Limited

Registration Authorizes

Overseas Employment Agency Licence  
No.075/2024

Incorporation &  
Registration Date

DICA Company Registration No. 136090135  
27 Jan 2023

Managing Director

Mr. Lu Zaw

Phone

(+959) 788982881, (+959) 661475481,  
(+959) 783318283

Business Address

No.1180, Zwe Ka Pin Street, 43 Ward,  
North Dagon Township, Yangon, Myanmar.

Email

htatehtarmay43@gmail.com  
info@htatehtarmaycompany.com

Facebook

<https://www.facebook.com/profile.php?id=61555387006098&mibextid=ZbWKwL>

Website

[www.htatehtarmaycompany.com](http://www.htatehtarmaycompany.com)

# About Us:

Welcome to Htate Htar May Overseas Employment Agency Co., Ltd., where opportunities know no borders. We are more than just a placement agency; we are architects of global careers and partners in international success stories.

At Htate Htar May, we believe in the power of talent to transform lives and drive businesses forward. With a focus on integrity, innovation, and inclusivity, we specialize in connecting skilled individuals with rewarding employment opportunities across the globe.

We are proud advocates for ethical recruitment practices and the rights of migrant workers.



The company is formerly well established as **Htate Htar May Co., Ltd.** Company is officially registered under the Ministry of National Planning & Economic Development, Myanmar with Licensed No. 075/2024. It's main objective is to help and solve the unemployment problem of the country as well as to support the economy of the nation.

To find better job opportunities for skilled, semiskilled, trained and professional Myanmar manpower.

## Our Approach:

Our approach is rooted in integrity, transparency, and a commitment to excellence. We believe in building lasting relationships based on mutual trust and respect, and we strive to exceed the expectations of our clients and candidates at every opportunity.

## Transparency:

We will always maintain an open and straightforward attitude about our mode of functioning and relations with all candidates and clients.

Our work will reflect the best practices in the industry.

## VISION



### VISION

Our organization has clear vision and strong values, which educates and ensures that every member of our staffs are clear about the strategy of our company, their role and responsibility in its delivery.

## MISSION



### MISSION

Client satisfaction is our goal. Our system of selection is guaranteed. We undertake the responsibility of selecting the right candidates for the right job by strictly following the instructions of our principles. We do recruitment considering as a mission by looking forward to the future also. We select the candidates up to the entire satisfaction as well as to fulfill the trust of employers assigned us.

## VALUES



### VALUES

Our values are not just words but principles that guide our actions and decisions every day. We are dedicated to make a positive impact on the lives of our candidates and contributing to the growth and success of our clients' businesses.



# Organization Chart:



# MESSAGE FROM

MANAGING DIRECTOR



## Mr. Lu Zaw

Managing Director

“Empowering Futures, One Opportunity at a time”



HTATE HTAR MAY  
COMPANY LIMITED



Director



Director



Director



Director

Htate Htar May Co., Ltd , leverages the experience and intellectual capital of its team members to provide clients with effective solutions to their Human Resource requirement. We have always played a very active role in market scenario to provide the best quality services and to ensure that we cater to the exact demands of our value clients.

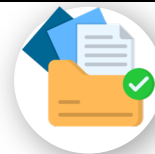


# Company Information:

Our update licenses, Approved by Ministry of Labour



Certificate Of Incorporation



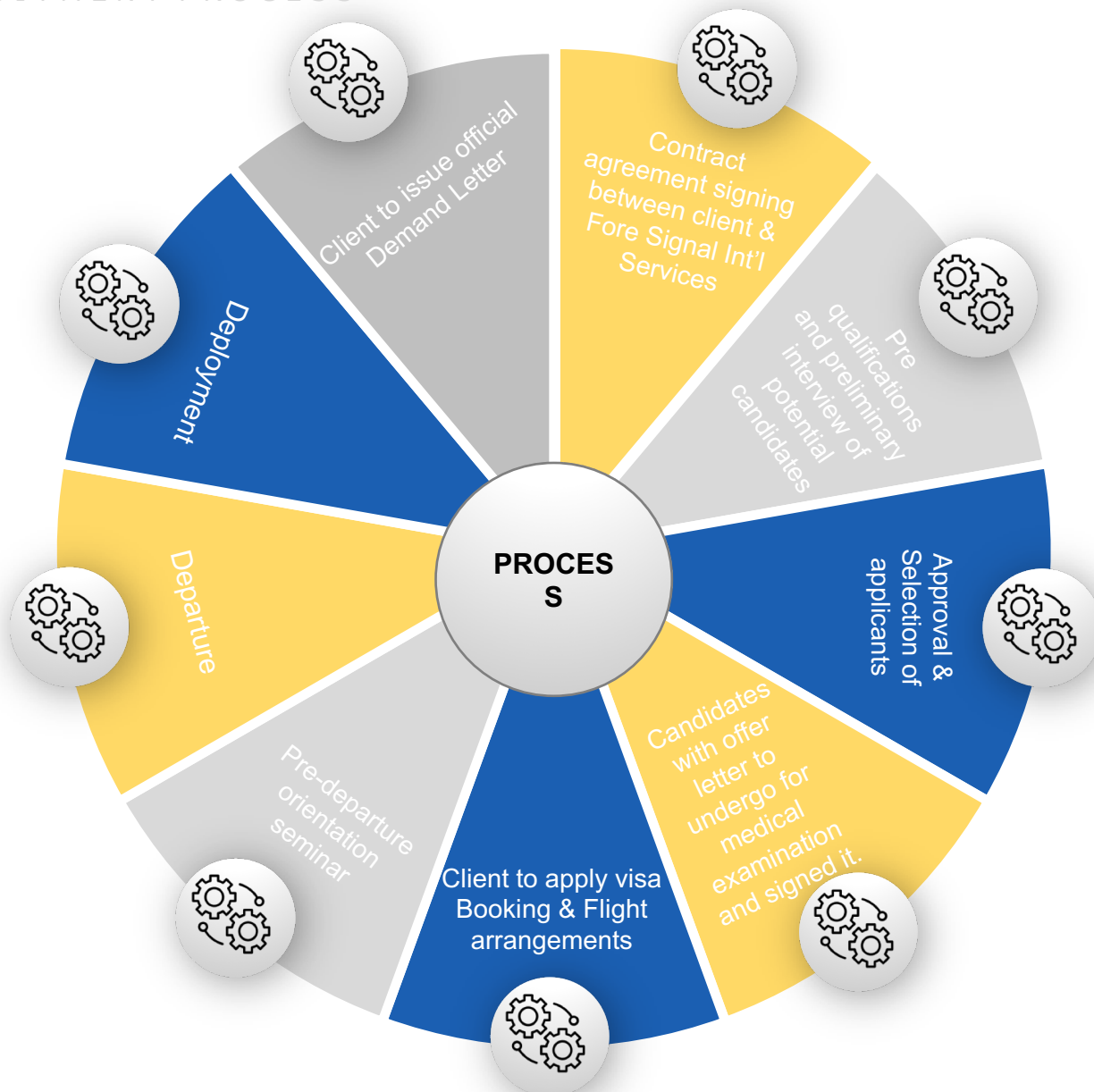
Certificate Of Overseas Employment Agency License



Certificate Of MOEAF Member Card

# OUR SERVICE

## RECRUITMENT PROCESS



### Hotel / Restaurant

- ❖ Waiter / Waitress
- ❖ Bakery
- ❖ Chef / Chef assistant
- ❖ Commis 1,2,3
- ❖ Kitchen Helper
- ❖ House Keeping
- ❖ Bar Tender

### Construction

- ❖ Mason
- ❖ Carpenters
- ❖ Iron Workers
- ❖ Welder
- ❖ Supervisor
- ❖ Manager
- ❖ General Labors

### Cleaner

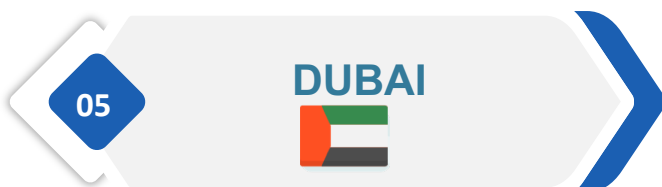
- ❖ Office cleaner
- ❖ Government office cleaner
- ❖ School cleaner
- ❖ Supermarket cleaner
- ❖ Restaurant cleaner
- ❖ House cleaner
- ❖ Hospital cleaner





# Category We Supply:

These are the countries of we sent the specific workers through the international. Before we sent, we give them each culture and knowledge of countries by teaching in ours training center. And then, we make exam for them to get best for our clients.



## Structural / Civil Engineering

- ❖ Timber Formwork
- ❖ Metal Formwork
- ❖ Steel Reinforcement
- ❖ Precast Kerb & Drain Laying
- ❖ Welding
- ❖ Pipe Fitting
- ❖ Structural Steel Fitting

## Plant Operation / Architectural

- ❖ Tower Crane Operation
- ❖ Bored Pilling Operation
- ❖ Driven Pilling Operation
- ❖ Interior Drywall Installation
- ❖ Doors & Windows Installation
- ❖ Bricklaying
- ❖ Glazing

## Mechanical & Electrical

- ❖ Thermal Insulation
- ❖ Plumbing and
- ❖ Pipefitting
- ❖ Electrical Wiring
- ❖ Installation
- ❖ Fire Sprinkler
- ❖ Installation
- ❖ Restaurant cleaner
- ❖ Lift Installation



# Terms & Conditions:

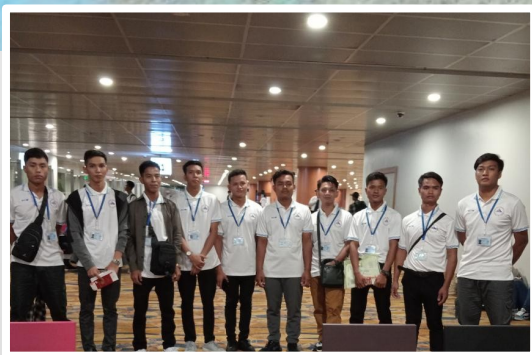
1. The terms and conditions are based on the Foreign Employment Act of Myanmar. They mainly focus for benefit and rights of the migrant workers.
2. Final interview of the selected workers would be carried out within 10 days after receiving the original documents.
3. Arrangement for deployment of worker would be made within 15 days after receiving visa copy.
4. Free replacement would be made with new workers if any worker is found unqualified for the assigned work within 90 days after he/she assumes the job.
5. The company in the contract should clearly mention the salary of a worker and other facilities mentioned under clause.
6. Employer company should offer following facilities to the workers in written contract:

- Salary
- Accommodation
- Food
- Transportation
- Medical Facilities
- Insurance of worker
- 8 hours per day
- 6 days a week
- Leave as per the labor law
- Residence permit
- Over Time(OT) if worked more than 8 hours per day



**The contract letter should clearly be stated with the above facilities as per the rules and regulations of the company.**

# Departure Activities:





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