

NATIONS WILL COME TO YOUR LIGHT, AND KINGS TO THE BRIGHTNESS OF YOUR DAWN



**HEBZIBA**  
OVERSEAS RECRUITMENT SERVICES  
L.L. NO. 2990



# HEBZIBA PROFILE







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# ABOUT OUR COMPANY

Hebziba Overseas Recruitment Services Company in Sri Lanka supplying Human Resource to Middle East, Europe & Asia since 2015 and licensed under the Sri Lankan Bureau of Foreign Employment ( License no 2990)

We are internationally acknowledged for delivering exceptional recruitment and talent management solutions to clients and candidates across diverse sectors. Our global reach spans key regions, including India & Dubai.

Our extensive database features highly skilled professionals across industries such as Hotel & Hospitality, Sales & Marketing, Finance, Administration, Human Resources, Engineering & Construction, Maintenance, Automotive, and Transport. These candidates are rigorously vetted, possess outstanding expertise, and are ready for immediate placement to meet dynamic workforce demands.





# Chairman's Message

Where there's a vision, there's a way! Established in 2015, Hebziba Overseas Recruitment Services was founded with the ambition to become a global leader in human resources, delivering top-tier workforce solutions worldwide. Specializing in sourcing exceptional talent for skilled roles across international markets, the company has consistently ranked as Sri Lanka's premier recruitment agency. With a presence in multiple prominent countries, Hebziba Overseas operates on a foundation of ethical practices and pragmatic strategies, cementing its reputation as a trusted, globally connected organization.

## OUR VISION

To be acknowledged worldwide as a forward-thinking and highly effective partner in delivering Human Capital solutions.

## OUR MISSION

We empower the success of each client and improve the lives of every employee by upholding the dignity and empowerment that comes with meaningful employment while providing exceptional human capital solutions.

# THE LICENCE TO CARRY ON THE BUSINESS OF A FOREIGN EMPLOYMENT AGENCY

FORM 'A'  
Licence No : 2990

 **LICENCE TO CARRY ON THE BUSINESS  
OF A FOREIGN EMPLOYMENT AGENCY** 

**HEBZIBA OVERSEAS RECRUITMENT SERVICES** of  
(Name of Applicant)  
No.06 , Jaffna Road , Iluppaiyadi , Vavuniya is hereby  
licensed under the provisions of the Sri Lanka Bureau of Foreign Employment Act. No. 21 of 1985 to carry on at  
No.06 , Jaffna Road , Iluppaiyadi , Vavuniya (situation of the premises)  
the business of a Foreign Employment Agency. This licence is not transferable and shall be in force for a period of 12 months  
from the Eleventh day of March 2025

Name of Foreign Employment Agency : HEBZIBA OVERSEAS RECRUITMENT SERVICES  
Name of Person in-charge of Business : Mr.Arulcheivan Chandraboss  
Amount of fee paid : Rs.One Hundred Thousand Only  
Date : 22<sup>nd</sup> March 2025  
(the date of issue)





  
Chairman  
Sri Lanka Bureau of Foreign Employment

(Not valid without seal)



# FIRST LICENCE TO CARRY ON THE BUSINESS OF A FOREIGN EMPLOYMENT AGENCY

2990		FORM 'A'
Licence No .....		
<b>LICENCE TO CARRY ON THE BUSINESS OF A FOREIGN EMPLOYMENT AGENCY</b>		
..... Mr. ARICHELVAN CHANDRABOSS ..... of (Name of Applicant)		
..... No. 355, Gammon Building, Main Street, Dickoya ..... is hereby licensed under the provisions of the Sri Lanka Bureau of Foreign Employment Act, No. 21 of 1985 to carry on at ..... No. 355/1, Gammon Building, Main Street, Dickoya, ..... (situation of the premises) the business of a Foreign Employment Agency. This licence is not transferable and shall be in force for a period of 12 months from the ..... First ..... day of ..... January 2015 .....		
Name of Foreign Employment Agency : <b>HEBZIBA OVERSEAS RECRUITMENT SERVICE.</b>		
Name of person in-charge of business : ..... Mr. Arichelvan Chandraboss .....		
Amount of fee paid : ..... Rs. Two Hundred Thousand Only. ....		
Date : ..... 03 <sup>rd</sup> March 2015 ..... (the date of issue)		
(Not valid without seal)		 Chairman Sri Lanka Bureau of Foreign Employment

# ASSOCIATION OF LICENSED FOREIGN EMPLOYMENT AGENCIES



## Association of Licensed Foreign Employment Agencies

(Constituted Under Section 54 of Sri Lanka Bureau of Foreign Employment Act No:21 of 1985) (By Order Published in the Gazette Extraordinary No 521/12 of Democratic Socialist Republic of Sri Lanka On 1988 August 31) (Exclusively Empowered to Formulate a Code of Good Conduct For Licensees and to Ensure Enforcement of it by Section 55(d) of SLBFE Act) (Finances are Audited by the Auditor General of Sri Lanka)

Compliance to Code of Good Conduct



### Hebziba Overseas Recruitment Service

09, Dickoya Road, Hatton Email : hebziba5@gmail.com, Tel: +94767727778

Member of The Association of Licenced Foreign Employment Agencies Pledged to Comply with Code of Good Conduct Sharing Industry Information via [www.alfea.lk](http://www.alfea.lk) in Cross Border Recruitment

This Compliance Certificate is Valid Until Dec. 31, 2019

SLBFE License 2990

Issued Under the Exclusive Authority Vested By Section 55(d) of Sri Lanka Bureau of Foreign Employment Act No 21 of 1985

This Certificate Should Be Displayed in the Business Premises for Public View



Secretary

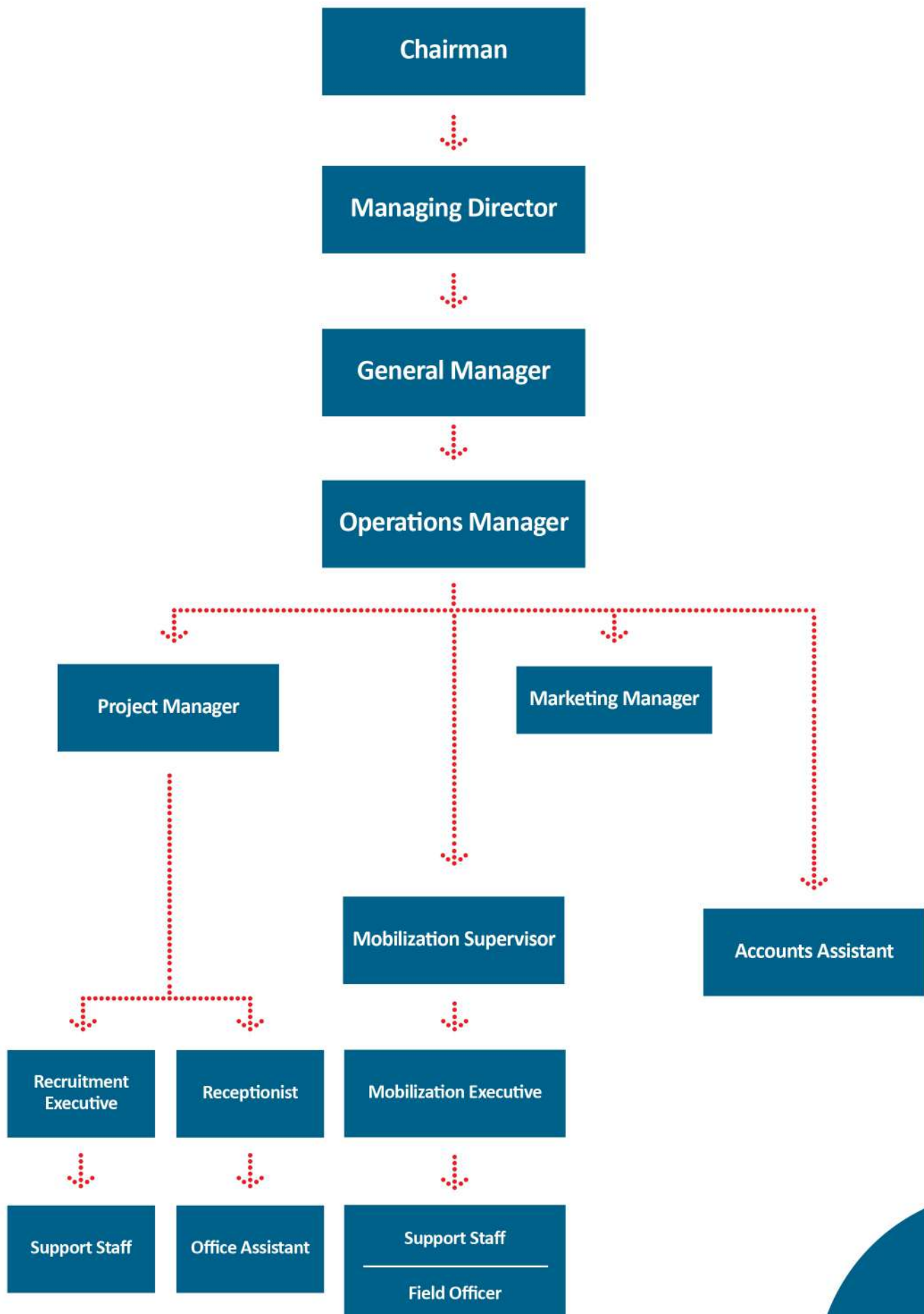
President

Treasurer

# CERTIFICATION OF APPRECIATION



# Organization Chart







# Recruitment Categories

We've grouped similar careers together to make it easy for you to explore. Select a category and use the job profiles to find out more about each career. Or get personalised career suggestions.



## Engineering

- Electrical Engineer
- Mechanical Engineer
- Electronic Engineer
- Civil Engineer

## Supermarket

- Salesman
- Check out Cashiers
- Trolley Boys
- Shelves Rack Organizers
- Cleaners



## Air Conditioning

- HVAC Engineers
- HVAC Foreman
- HVAC Supervisors
- HVAC Technicians

## Official Management

- Officer Manager
- Assist Manager
- Accountant, Cashiers
- Sales Marketing Administration
- Storekeepers, Purchasers
- Data Entry Operators
- Office Boy, Tea Boy



## Operators & Mechanics

- Vehicle Drivers
- Van/Mini-bus Drivers
- Equipment Operators
- Heavy Equipment Drivers
- Roller Operators
- Bulldozer Operators
- Diesel Machine Mechanics
- Heavy Duty Mechanics
- Wireless Technicians/Bar Benders

## Garments &Textile

- Pattern Makers
- Production Managers
- Supervisors
- Checker, Helpers



## Clothing and fabric

- Production Manager
- Admin
- Embroidering clothes
- Tailor

## Building Construction

- Carpenters
- Painters
- Mason- Brick Layers
- Construction Helpers
- Tile/Marble Fitters
- Electricians, Electronic Technicians
- Plumbers, Welders
- Steel Fixers
- Pipe Fitters



## Hotel & Catering

- Restaurant Captain
- Cooks & Asst. Cooks
- Dishwasher men
- Fast Food Crew
- Room Makers
- Manager & Assist Manager
- Food & Beverage Manager
- Laundry Men
- Janitors
- Waiters
- Stewards
- Bakers
- Barmen

## Security Sector

- Ex-Army
- Watch Man
- Security Officer
- Security Supervisor
- Civil Security Guard
- Body Guard & many more

- Labours
- Nurses
- Care Givers
- Nannys
- Domestic Workers
- Helpers
- Drivers

# CANDIDATES INTERVIEWS





# JOB FAIR





# JOB FAIR

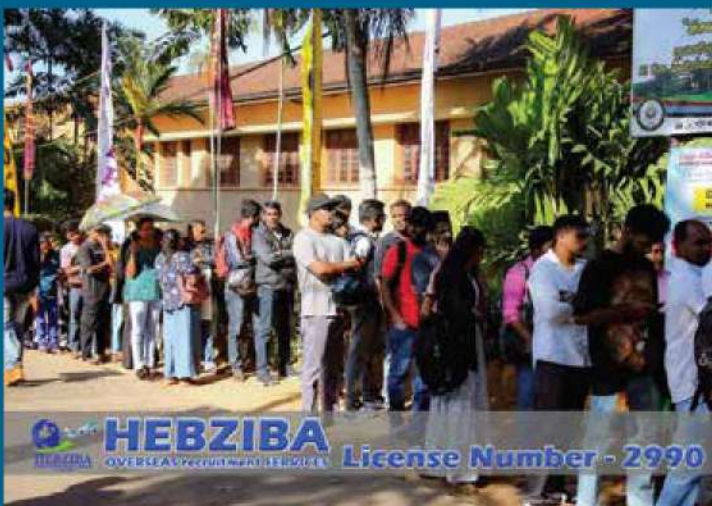
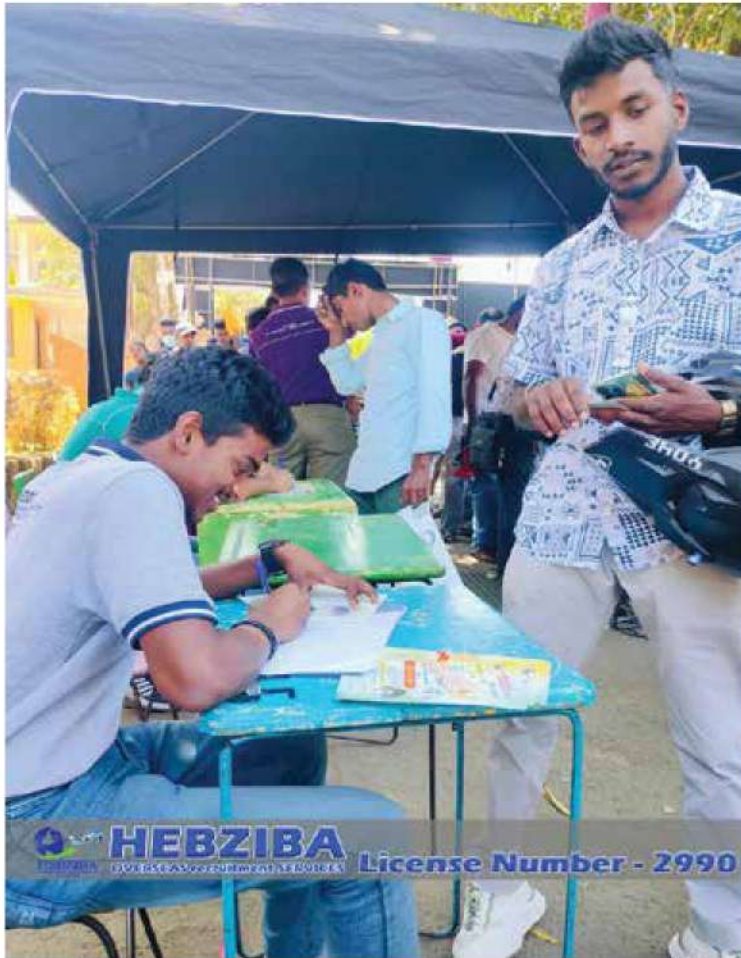




# JOB FAIR



## Job Fair Program Colombo





# AWARD RECIEVING MOMENTS





# PHOTO GALLERY

