



**TOKIYO**  
OVERSEAS PVT. LTD.

# COMPANY PROFILE

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2017

## COMPANY OVERVIEW

Company Name: Tokiyō Overseas Pvt. Ltd.  
Established: 2017  
Headquarters: Kathmandu, Nepal  
Industry: Manpower Supply / Recruitment Services  
Website: [www.tokiyooseas.com](http://www.tokiyooseas.com).  
Govt License No: 1307/074/075  
Company registration No: 173112/074/075



**TOKIYO**  
OVERSEAS PVT. LTD.

# **DEAR VALUED CUSTOMERS,**

Welcome to Tokiyo Overseas Pvt. Ltd. – your trusted partner in manpower supply and recruitment services. We are thrilled to have the opportunity to connect with you and introduce our company, which has been providing exceptional staffing solutions since 2017.

At Tokiyo Overseas, we pride ourselves on delivering reliable, skilled, and qualified workers to businesses across various industries. Whether you're looking for skilled labor, unskilled workers, or specialized professionals, our commitment to quality and customer satisfaction ensures that we meet your unique requirements with the highest standards.



**TOKIYO**  
OVERSEAS PVT. LTD.

# TABLE OF CONTENT

---

- About Company
- Welcome Message
- Our Vision & Mission
- Our Values
- Our Service
- Our Project
- Our Certificates
- Recruitment Process
- Meet Our Team
- Get In Touch



**TOKIYO**  
OVERSEAS PVT. LTD.

# ABOUT COMPANY

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Tokiyo Overseas Pvt. Ltd. is a premier manpower supply and recruitment services company based in Nepal. Established in 2017, we specialize in providing skilled and unskilled workforce solutions across various industries, including construction, healthcare, hospitality, manufacturing, and more. Our mission is to bridge the gap between employers and top-tier talent, both locally and internationally, while ensuring that our workers have access to valuable career opportunities abroad.

We are a fully licensed and registered company, authorized by the Government of Nepal to operate in the manpower export sector. Tokiyo Overseas Pvt. Ltd. is officially registered under the license number 1307/074/075, guaranteeing our adherence to all legal and regulatory requirements. This license reflects our commitment to providing ethical, transparent, and reliable recruitment services, ensuring the well-being of both our clients and our workforce.

With a strong track record of success, we have earned a reputation for delivering high-quality staffing solutions that meet the diverse needs of our clients. Our dedicated team is focused on ensuring compliance with international labor standards while providing seamless recruitment processes, from candidate selection to deployment.

At Tokiyo Overseas Pvt. Ltd., we pride ourselves on our professionalism, expertise, and commitment to delivering exceptional service. Whether you are a business seeking skilled workers or an individual looking for overseas employment opportunities, we are here to help you achieve your goals.



**TOKIYO**  
OVERSEAS PVT. LTD.

# WELCOME MESSAGE FROM CHAIRMAN (KOPILA GIRI)



Dear Valued Clients,

On behalf of the entire team at Tokiyo Overseas Pvt. Ltd., I extend a warm welcome to you. It is with great pride and enthusiasm that we introduce our company and the services we provide to businesses and individuals worldwide.

Since our establishment in 2017, Tokiyo Overseas Pvt. Ltd. has been dedicated to delivering the highest quality manpower solutions to meet the diverse needs of our clients. We are committed to providing skilled and unskilled workers who contribute to the success of organizations in various industries, including construction, healthcare, hospitality, manufacturing, and more. With our expertise and focus on quality, we have become a trusted partner in the manpower supply and recruitment sector.

Our journey has been shaped by a passion for excellence, a commitment to ethical practices, and a strong dedication to both our clients and workers. We are fully licensed under 1307/074/075 by the Government of Nepal, ensuring compliance with all legal standards and offering a reliable, transparent recruitment process.

As the Chairman, I am personally committed to ensuring that we continue to provide top-tier staffing solutions, build long-lasting partnerships, and help create successful employment opportunities for workers from Nepal across the globe.

We value the trust you place in us and look forward to collaborating with you to meet your manpower needs. Should you have any inquiries or need assistance, please feel free to contact us. We are here to serve you and help you succeed.

Thank you for choosing Tokiyo Overseas Pvt. Ltd. as your partner in recruitment. Together, we will build a brighter and more prosperous future.



**TOKIYO**  
OVERSEAS PVT. LTD.

# WELCOME MESSAGE FROM MANAGING DIRECTOR (ARMAN KHATRI)



Dear Valued Clients,

I am pleased to extend a warm welcome to you from Tokiyu Overseas Pvt. Ltd.. As a leading global recruitment and manpower supply company, we are proud to serve as a trusted bridge between skilled professionals and organizations worldwide. Established in 2017 under the laws of Nepal with license number 1307/074/075, we have been committed to facilitating international workforce solutions that meet the highest standards of quality and reliability.

At Tokiyu Overseas, we believe that success is built on trust, integrity, and excellence. Our mission is to provide tailored recruitment services, connecting businesses with the most qualified talent while ensuring the growth and success of both employers and job seekers. With our extensive experience and dedicated team, we strive to be the preferred partner for manpower supply and recruitment services globally.

We are passionate about creating meaningful opportunities for individuals while contributing to the development of industries across the globe. As we continue to expand our services, we remain committed to upholding the values that have shaped our journey and ensuring that every client and candidate receives unparalleled support and care.

Thank you for choosing Tokiyu Overseas Pvt. Ltd. We look forward to a long-lasting and successful partnership with you.



**TOKIYO**  
OVERSEAS PVT. LTD.

# OUR VISION & MISSION

## VISION

At Tokiyo Overseas Pvt. Ltd., our vision is to become a global leader in providing innovative, reliable, and ethical manpower solutions that empower both businesses and individuals to thrive. We aim to bridge the gap between skilled workers and global opportunities, fostering long-term success for our clients and enhancing the careers of our workforce.

## MISSION

At Tokiyo Overseas Pvt. Ltd., our mission is to provide businesses with the highest quality manpower solutions while creating valuable opportunities for skilled and unskilled workers from Nepal. We are dedicated to delivering reliable, efficient, and ethical recruitment services that meet the unique needs of our clients across various industries.

We strive to connect talent with opportunity, ensuring that both employers and employees benefit from our comprehensive services. By focusing on integrity, professionalism, and continuous improvement, we aim to build long-lasting relationships with our clients and support the personal and professional growth of our workforce. **Our mission is to contribute to the success of businesses worldwide while empowering individuals to achieve their career aspirations.**



**TOKIYO**  
OVERSEAS PVT. LTD.

# OUR VALUES

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At Tokiyō Overseas Pvt. Ltd., our core values guide everything we do, shaping the way we serve our clients, support our workers, and conduct our business. These values reflect our commitment to excellence, integrity, and the long-term success of both our partners and our workforce.

**Integrity:**

We uphold the highest standards of honesty, transparency, and ethical practices in all our interactions, ensuring trust and reliability in every step of the recruitment process.

**Quality:**

We are dedicated to delivering exceptional manpower solutions that meet the diverse needs of our clients. We focus on providing highly skilled, reliable, and trained workers who contribute to the success of every project.

**Customer Focus:**

Our clients' satisfaction is our top priority. We listen, understand, and deliver tailored solutions that align with their specific requirements, fostering long-term relationships built on trust and mutual respect.

**Innovation:**

We embrace new technologies, tools, and methods to continuously improve our services and adapt to the ever-evolving demands of the global workforce and recruitment industry.

**Accountability:**

We take responsibility for our actions and outcomes, ensuring that our clients and workers receive the highest level of service, professionalism, and care.

**Respect:**

We value every individual, treating our workers, clients, and team members with respect and dignity. We are committed to creating an environment of fairness and equality.

**Collaboration:**

We believe in the power of teamwork and collaboration, both internally and with our clients. By working together, we can achieve shared goals and drive mutual success.

**Sustainability:**

We are dedicated to promoting sustainable practices, not just in business operations but also in ensuring that our recruitment processes contribute to the long-term success and well-being of both workers and businesses.

These values form the foundation of Tokiyō Overseas Pvt. Ltd., driving us to provide superior staffing solutions while maintaining a commitment to ethical practices and social responsibility.





**TOKIYO**  
OVERSEAS PVT. LTD.

# OUR SERVICE

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## COMPANY

### **Skilled Manpower Supply:**

We provide highly skilled professionals across various industries, including construction, healthcare, manufacturing, hospitality, and more. Our workers are thoroughly vetted, trained, and equipped with the necessary skills to meet your specific business needs.

### **Unskilled Labor Supply:**

We offer reliable unskilled labor for a variety of industries, ensuring that businesses have access to a dependable workforce for entry-level positions, such as laborers, warehouse workers, and helpers.

### **Recruitment and Staffing Solutions:**

We offer customized staffing services for companies looking to hire temporary, permanent, or contract-based employees. Our recruitment process ensures that we match the right candidate to the right position, saving you time and ensuring efficiency in your hiring process.

### **Overseas Employment Solutions:**

For companies seeking workers from Nepal for overseas assignments, we facilitate the recruitment and deployment of qualified labor to meet the specific needs of businesses around the world, ensuring compliance with international regulations.

### **Visa and Documentation Assistance:**

We handle all documentation, including visa processing, work permits, and other legal requirements for employees traveling abroad, ensuring a smooth transition for both companies and workers.

### **Talent Pool Management:**

We maintain an extensive database of candidates with various skill sets, allowing us to quickly respond to urgent staffing needs. This ensures that your organization always has access to qualified talent when required.

### **Consultation and Workforce Planning:**

Our experts work closely with businesses to assess manpower needs and develop strategic workforce solutions that align with business goals. We provide advice on labor trends, market conditions, and recruitment best practices.

### **Post-Placement Support:**

We provide ongoing support to both clients and workers after placement, ensuring smooth integration and addressing any concerns that may arise. Our commitment extends beyond placement to ensure long-term satisfaction.



**TOKIYO**  
OVERSEAS PVT. LTD.

# OUR SERVICE

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## INDIVIDUAL

### **Overseas Employment Opportunities:**

We connect skilled and unskilled workers from Nepal with international job opportunities in countries such as the Middle East, Asia, and Europe. Our services help individuals pursue career advancement while gaining valuable experience abroad.

### **Job Placement Assistance:**

We help individuals find suitable job placements based on their skills, experience, and career goals. Our team provides guidance through every step of the recruitment process, from initial consultation to job offer acceptance.

### **Training and Skill Development:**

We offer training programs to enhance the skills of our workers, ensuring they are equipped with the qualifications and expertise required by employers. This includes both technical and soft skills development to help workers excel in their roles.

### **Visa and Documentation Support:**

For workers seeking employment abroad, we handle all the necessary documentation, including visa applications, work permits, and travel arrangements, ensuring a hassle-free transition to their new role.

### **Career Counseling and Guidance:**

We offer personalized career counseling to help individuals make informed decisions about their career paths, identify suitable job opportunities, and navigate the recruitment process successfully.

### **Job Readiness and Preparation:**

We assist job seekers with preparation for interviews, resume building, and other essential steps to increase their chances of landing a job. Our goal is to make individuals job-ready and confident as they begin their professional journey.

### **Welfare and Support Services:**

Our commitment to our workers extends beyond the recruitment process. We offer continuous support and assistance throughout their employment abroad, ensuring their welfare and safety. We are always available to address any concerns or issues during their work experience.



**TOKIYO**  
OVERSEAS PVT. LTD.

# OUR CLIENTS



# CERTIFICATES



**Government of Nepal**  
**Ministry of Labor and Employment**  
**Department of Foreign Employment**

License No: 130700475 Date: September 14, 2017

**License**

This license is hereby issued to **TOKYO OVERSEAS PVT. LTD.** authorizing to operate the business of foreign employment, being under Foreign Employment Act, 2007, the Foreign Employment Regulation, 2017.

**आ. वि. संख्या**

130700475

आ. वि. संख्या जारी गर्ने मिति: १४/०९/२०१७

आ. वि. संख्या रद्द गर्ने मिति: १४/०९/२०१७



**License Issuing Authority:**  
 Signature: Ed  
 Name: Shiban Raj Parshya  
 Designation: Director General  
 Signature: Ed  
 Date: September 14, 2017

Date of Renewal	Renewal Validity Date	Renewal Charge	Extra Renewal Charge	Date and Signature of Renewing Authority
August 22, 2018	Up to July 16, 2018	Ns. 12,000.00		Ed (Renewal Officer)

**Terms**

- No entry and performance bond is to be submitted without being approved.
- No salary and boarding allowance is to be paid.
- No amount shall be sent to workers in accounts other than those provided for which by Government orders.
- In addition to Government order and its extension form the workers issued by Government of Nepal have to be bonded to complete all.

**आ. वि. संख्या**

130700475

आ. वि. संख्या जारी गर्ने मिति: १४/०९/२०१७

आ. वि. संख्या रद्द गर्ने मिति: १४/०९/२०१७





**संघन मन्त्रालय**  
**उद्योग मन्त्रालय**  
**कम्पनी रजिस्ट्रारको कार्यालय**  
**कम्पनी दर्ताको प्रमाण - पत्र**

पत्र नं: १७३११३०७४७२५ Registration Date: 17 Aug 2017

**वी टोकियो ओवरसीज**  
 कम्पनी लिमिटेड (जम्मा भएको मिति: २०१७ साल - आश्विन महिना ३१ गते) को रूपमा  
 मा कम्पनी दर्ताको प्रमाण पत्र, २०१७ को रूपमा (१) जारी गरिएको छ।

**मिति: २०१७-०८-३१** Ministry of Industry

**Office of the Company Registrar**

Registration No: 173113074075  
**CERTIFICATE OF INCORPORATION OF COMPANY**

This Certificate of Incorporation has been issued to  
 M/s. Tokyo Overseas  
 Private Limited having incorporated it on the 15 day of August, 2017 pursuant to  
 sub-section (3) of section 5 of the Companies Act, 2006.

(Date: 2017-08-15) Asst. Registrar

कम्पनी दर्ताको प्रमाण पत्र जारी गर्ने मिति: १७/०८/२०१७ को रूपमा जारी गरिएको छ।



**Government of Nepal**  
**Ministry of Finance**  
**Internal Revenue Department**

**Permanent Account Number (PAN) Registration Certificate**

Permanent Account Number: ३०१२०४४६१ Registration Date: 17 Aug 2017

Taxpayer's Designation: Non Resident Income Type: 17  
 Day: Month: Year

**Name of Business:** TOKYO OVERSEAS PVT. LTD.  
**Type of Taxpayer:** Private Limited  
**Address:** Ward No-10, Kathmandu, Metropolitan, Kathmandu, Kailashnagar  
**Business Activities:** Foreign employment

**Signature of Taxpayer:** Signature of Tax Officer



Guidance is provided by The Revenue Department, Kathmandu. For more information, please visit the website: www.income.gov.np



**संघन मन्त्रालय**  
**शिक्षण मन्त्रालय**  
**केन्द्रीय रोजगार विभाग**  
**इजाजत पत्र**

प्रमाण पत्र नं: १२०६१०६४६६ No: 2017/00106

**केन्द्रीय रोजगार ऐन, २०६४ र केन्द्रीय रोजगार विनियमको, २०६४ को अधिनमा यो केन्द्रीय रोजगार विभाग**  
**सम्बन्धमा पूर्व पढने गरी** (केन्द्रीय रोजगार विभाग) को रूपमा **इजाजत** पत्र जारी गर्ने मिति: १७/०८/२०१७

**मिति: २०१७-०८-३१** Asst. Registrar

केन्द्रीय रोजगार विभाग	केन्द्रीय रोजगार विभाग	केन्द्रीय रोजगार विभाग	केन्द्रीय रोजगार विभाग	केन्द्रीय रोजगार विभाग
2017/00106	2017/00106	2017/00106	2017/00106	2017/00106
2017/00106	2017/00106	2017/00106	2017/00106	2017/00106
2017/00106	2017/00106	2017/00106	2017/00106	2017/00106

**नोट:**

- केन्द्रीय रोजगार विभागको रूपमा जारी गर्ने मिति: १७/०८/२०१७
- केन्द्रीय रोजगार विभागको रूपमा जारी गर्ने मिति: १७/०८/२०१७
- केन्द्रीय रोजगार विभागको रूपमा जारी गर्ने मिति: १७/०८/२०१७
- केन्द्रीय रोजगार विभागको रूपमा जारी गर्ने मिति: १७/०८/२०१७

# RECRUITMENT PROCESS

## 1. Client Consultation and Requirement Gathering

- **Initial Discussion:**

We begin by consulting with our clients to understand their specific manpower needs, including the type of workers required, job roles, skills, experience, and any specific preferences for the positions.

- **Workforce Planning:**

Based on the client's requirements, our recruitment experts create a customized workforce solution that aligns with the client's business goals and timelines. This includes understanding the job market, determining the best-fit candidates, and drafting a recruitment strategy.

## 2. Job Advertising and Sourcing Candidates

- **Job Posting:**

We advertise job openings across multiple platforms to reach a wide pool of qualified candidates. This includes online job portals, local recruitment agencies, and direct outreach to workers in various industries.

- **Screening and Shortlisting:**

Our team meticulously screens all incoming applications, reviewing resumes, qualifications, and experience. We ensure that the shortlisted candidates meet the client's specific requirements before moving forward.

## 3. Interview and Selection Process

- **Candidate Interviewing:**

Shortlisted candidates undergo a detailed interview process. This may include both in-person and online interviews, depending on the client's preferences and the job requirements. We assess the candidates' skills, experience, and suitability for the role, ensuring a strong match.

- **Skills Testing:**

For specialized roles, we conduct skills tests to verify the technical abilities of candidates. This ensures that they meet industry standards and are ready to perform their duties effectively from day one.

- **Client Interviews (if required):**

If necessary, we arrange for clients to conduct interviews with potential candidates, either in person or via video conferencing. This step ensures that the client is directly involved in the

# RECRUITMENT PROCESS

## 4. Documentation and Compliance

- **Documentation Verification:**

We conduct a thorough background check and verification of all required documents, including educational qualifications, work experience certificates, and identity proof. This ensures the integrity of the recruitment process and compliance with international regulations.

- **Legal Compliance:**

We ensure that all international recruitment and employment practices meet the legal requirements of both the Nepal government and the destination country. We handle work permits, visas, and other legal documentation to ensure a smooth transition for the workers.

- **Medical Screening:**

Before finalizing the selection, we conduct medical screenings to ensure that candidates meet the health standards required by the destination country.

## 5. Job Offer and Employment Agreement

- **Job Offer Issuance:**

Once candidates are selected and their documents are verified, we issue formal job offers to the candidates on behalf of the client. This includes salary details, job responsibilities, contract terms, and other relevant information.

- **Employment Agreement Signing:**

The workers sign the employment contract, which clearly outlines the terms and conditions of their job, including salary, benefits, job duration, and other essential information.

## 6. Pre-Departure Orientation and Training

- **Pre-Departure Orientation:**

Before departure, workers undergo an orientation session to prepare them for their new roles and life in the destination country. This includes information on workplace culture, safety protocols, and country-specific laws and regulations.

- **Skills Development and Training:**

For workers requiring additional skills, we provide vocational training to ensure they are fully equipped to perform their jobs successfully. This may include language training, technical training, or job-specific certifications.

# RECRUITMENT PROCESS

## 7. Visa Processing and Travel Arrangements

- **Visa and Work Permit Application:**

We handle the visa application process, work permits, and other necessary travel documentation required by the destination country. We ensure all paperwork is in order for a hassle-free transition.

- **Travel Arrangements:**

Once the visa is approved, we make travel arrangements for the workers, including flight bookings and coordination of their arrival at the destination country.

## 8. Deployment and Post-Placement Support

- **Worker Deployment:**

After completing all formalities, workers are deployed to their respective roles abroad. We ensure that all necessary logistics, including travel, accommodation, and transportation, are well-organized to ensure a smooth transition.

- **Post-Placement Support:**

Our commitment doesn't end with deployment. We provide ongoing support to both the client and the worker, ensuring that the placement is successful and addressing any concerns that may arise. We also provide assistance with legal matters, welfare concerns, and any issues regarding accommodation or job performance.





**TOKIYO**  
OVERSEAS PVT. LTD.

# MEET OUR TEAM

## Arman Khatri (Managing Director)

Arman Khatri is an accomplished professional with over 10 years of experience in the recruitment and manpower supply industry. Currently serving as the Managing Director at Tokiyo Overseas Pvt Ltd, Arman brings a wealth of expertise in strategic leadership, team management, and business growth. In his role, he oversees the company's operations, ensuring the delivery of high-quality services to clients across various sectors. His leadership has been instrumental in shaping Tokiyo Overseas Pvt Ltd into a dynamic and efficient organization that meets the evolving needs of its clients in manpower supply and recruitment.

## Chandra Pandey (Director)

Chandra Pandey is a seasoned professional with over 22 years of extensive experience in management, having spent a significant portion of his career as a General Manager in the UAE. With his vast expertise in operations, strategy, and leadership, Chandra has developed a deep understanding of international business dynamics, particularly in the Middle East. Currently, Chandra serves as the Director at Tokyo Overseas Pvt Ltd, where he continues to leverage his wealth of experience to guide the company's operations and strategic direction. His leadership at Tokyo Overseas has been marked by a focus on innovation, business development, and fostering strong client relationships, positioning the company for long-term success in an increasingly competitive global market.

## Jaya moktan (Director)

Jaya Moktan is a seasoned professional with over 20 years of extensive experience in global recruitment and manpower supply, specializing in connecting Nepalese talent with opportunities worldwide. With a strong foundation in human resources, recruitment strategies, and workforce solutions, Jaya has earned a reputation for his commitment to fostering international employment relations and addressing the growing demand for skilled professionals across various industries.

Currently, Jaya serves as the Director of Tokiyo Overseas Pvt Ltd, a renowned manpower supply company based in Nepal. Under his leadership, Tokiyo Overseas has expanded its reach, facilitating the recruitment process for international employers seeking skilled labor. His focus on ethical practices, quality service, and transparent communication has made Tokiyo Overseas a trusted name in the industry.







**TOKIYO**  
OVERSEAS PVT. LTD.

# MEET OUR TEAM

## **Youdha Bikram Sen Oli (General Manager)**

Youdha Bikram Sen Oli is a highly skilled professional with a diverse background in customer service and leadership. With 5 years of experience as a Manager at Starbucks UAE, Youdha developed a deep understanding of operations, team management, and customer service excellence. During his time at Starbucks, he was responsible for overseeing day-to-day operations, ensuring that the store met the company's high standards for quality, customer satisfaction, and employee performance. His ability to manage large teams, drive sales, and create a positive work environment made him a trusted leader in his role. Currently, Youdha serves as the General Manager at Tokiyo Overseas Pvt Ltd, where he applies his extensive leadership and management experience to oversee the company's operations and ensure smooth, efficient performance across all departments.

## **Bishnu Bikram Oli (Marketing Officer)**

Bishnu Bikram Sen Oli is an experienced marketing and sales professional with a strong background in the UAE market. With 6 years of experience as a Sales officer in the UAE, Bishnu developed an in-depth understanding of the region's business dynamics, consumer behavior, and market trends. During his time as a Sales officer, he successfully led sales teams, developed key client relationships, and implemented strategies that drove revenue growth. His expertise in identifying market opportunities, managing client accounts, and optimizing sales processes contributed significantly to the success of his previous organizations. Currently, Bishnu serves as the Marketing officer at Tokiyo Overseas Pvt Ltd, where he brings his extensive sales experience to the marketing function. In this role, Bishnu is responsible for overseeing and implementing marketing strategies tailored to the international market.

## **Samjhana Baraili (Documentation Head)**

Samjhana Barmeli is a highly experienced professional with 8 years of expertise in the recruitment sector, specializing in document management and compliance. Throughout her career, Samjhana has developed a deep understanding of the importance of meticulous document handling, ensuring that all paperwork related to recruitment processes is organized, accurate, and compliant with industry standards and legal requirements. Currently, Samjhana serves as the Documents Head at Tokiyo Overseas Pvt Ltd, where she continues to apply her expertise in overseeing the company's document management processes. In this role, she is responsible for ensuring the smooth handling of all recruitment-related documents, from candidate applications to work permits and legal compliance.





**TOKIYO**  
OVERSEAS PVT. LTD.

# GET IN TOUCH

On behalf of the entire team at Tokiyō Overseas Pvt. Ltd., we would like to sincerely thank you for taking the time to review our company profile. We truly appreciate your interest in our services and your valuable feedback.

At Tokiyō Overseas, we are committed to delivering the highest quality manpower supply and recruitment solutions, and we are thrilled to have the opportunity to showcase our capabilities to you. Your support and partnership are of great importance to us, and we look forward to the possibility of working together to meet your staffing needs.

If you have any further questions or require additional information, please do not hesitate to reach out. We are here to assist you in any way possible.

Thank you once again for considering Tokiyō Overseas Pvt. Ltd. as your trusted manpower solutions partner. We look forward to building a successful relationship with you.

## **CONTACT US :**



*+977-14494008 +977-9851420778 +977-9851348393 NEPAL  
+971-581101973 | +971-567228136 UAE*



*www.tokiyooseas.com*



*info@tokiyooseas.com*



*Samakhushi 26 Kathmandu, Bagmati Province, Nepal*