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UNILINK GROUP

One-Stop Recruitment Solution Centre

Philosophy & Goals



OUR OBJECTIVE is to play a crucial role in assisting and consulting business entrepreneurs in achieving their objectives and goals by providing a wide range of professional services relevant to their business.



OUR VISION is to provide high quality services in our "one-stop centre" where our business associates could obtain all relevant requirements at one place, that is, at Unilink.



OUR MISSION is to work in collaboration with our business associates to achieve progressive and sustainable business performance.



OUR QUALITY POLICY is to create business value through innovative services with passion, integrity and professionalism.





The intervening period has seen a significant decrease in the demand for servicing line in particular, which was dramatically interrupted by the Global Financial Crisis. While servicing line generally recovered very quickly, many industries are still facing challenges, and much uncertainty remains. It has been a period quite different from any other we have experienced in recent times.

Despite the general uncertainty, however, we have continued to undertake our work, and to grow in staff numbers and to progress our various strategic initiatives. As a result, I am sure we are now in a much better position to provide our services within the regions in which they are required.

Since 2004, our staff numbers have in fact doubled. This growth has forced us to work hard to knit the entity of the Unilink Group as closely as possible, and we have encouraged a lot more interaction among the practices in the form of technical workshops, training and encouragement. This has, I am sure, both improved the quality of work we undertake and our ability to serve clients in so many parts of the job.

Recruiting good people remains a key focus and we continue, in particular, to look for entrepreneurial individuals to run their practices within the Unilink Group and to share in the ownership and direction of the organization. We have significantly increased our emphasis on implementing a more structured approach to quality management.

Even as I report these highlights of the Unilink Group's activities, I am mindful that none of the developments in Unilink, recent or past, would have been possible without the commitment of our staff and the patronage and encouragement of our clients. While servicing line generally recovered very quickly, many industries are still facing challenges, and much uncertainty remains. On behalf of my colleagues around the Unilink Group, I express our profound gratitude for the role you continue to play in our development.

From the Director, Datin Sri Fun See Hoon.

From the Director



Evolution of Unilink

The Unilink Group formed in 2004, is ensured by the fact that it is strictly a consultancy organization, with ownership by staff. This permits our consultants to provide clients with conflict free advice and objective support on crucial issues. Unilink means between you and I for more friendly and long term cooperation.

2004

Unilink formed under Unilink Management Consultants.

2014

Expanding and involve to ticketing.

2006

Shift to new office under Agensi Pekerjaan Unilink Prospects Sdn Bhd.

2015

Unilink is certified as ISO company under ISO 9001: 2015 .

2008

Awarded by Labour office become one of the licensed recruitment company.



2011

Expanding and involve to general insurance department.

2016

Unilink have own office building in landmark of Batu Pahat, Johor, Malaysia.



Unilink is a "one-stop centre" in providing professional management consultancy services specializing in manpower recruitment and supplies of foreign workers, resource management & organization development, risk management, company secretarial services and business license application.

Unilink is managed by a group of dedicated and experienced staff with the relevant expertise to assist you in accomplishing your job. We deliver high quality services to businesses of all types, sizes and level of management.

During the past decade, Unilink has accomplished many tasks and met the satisfaction of business entrepreneurs in solving essential matters and achieving goals, including application of business license, solving matters related to foreign workers and application to all relevant authority. It is our commitment to meet your satisfaction.

Why Us

Unilink's uniqueness is reflected in the technological understanding of customer needs for each position. We believe in face to face meeting with customer and with the professional manager just for the understanding all his limitations and constraints in order to provide him the most suitable solution.

In order to provide professional service, Unilink must keep on eyes open by watching out on in new possibilities of cooperation with companies, organizations or specific experts on unique fields, in order to strengthen our ability to provide, respond and to bring advanced solution.

Unilink takes care that its employees and its experts unit will always be at the front of the latest news related to manpower and management lie just to become in the highest standards. Our motto is to expose our employees for the entire range of the new range of the latest related line news.

About Us



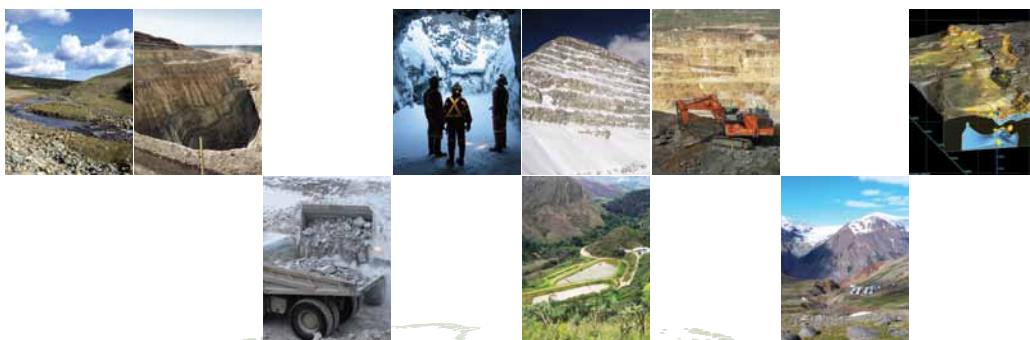
Agensi Pekerjaan Unilink Prospects Sdn Bhd formed in 2004 under a team of experienced consultants and specialist in recruitment consultancy in Malaysia. Our company possess a wealth of networks, technologies and methodologies. We are committed to know our clients' business, anticipating client's needs and make the process easier. We aim to become one of the preferred platform for clients and candidates. We create long term relationship with clients and candidates based on honesty, integrity and trust.

We provide candidates on a permanent, contract and temporary placement services in types of nature business such as engineering, accountancy & finance, supply chain, human resource, support & administration, information technology, sales & marketing, operation, procurement, logistics and etc.

We source and recruit quality talent to our customers in various industries. To ensure our best service always deliver as we committed, our principal is to make sure every candidate that we recommend will be the best to our valuable customers for all levels of positions and fields in permanent, contract or temporary placement that required.

Services Local Placement





At Unilink, we recruit for a broad range of job types, sectors and locations to overseas. We have an exceptional record of placing people into jobs across all industry sectors and countries. We build networks with high-calibre candidates so our clients can access candidates with a diverse range of skill sets and from all levels of seniority and business sectors, temporary to permanent, part-time or full-time.

We have built strong, long-standing relationships with our clients and candidates which is a testament to the quality of service we provide, building networks predominantly through referrals. Wood Recruitment are proud to support a varied and reputable client base, and pride ourselves on providing a superior quality of Temporary and Permanent candidates.

Services Local Placement to Overseas



Our agency provides comprehensive maid services. We are in charge of maids from Indonesia, Vietnam and Cambodia. Aside from handling all the legalities of application, immigration, and procurement, we also handle the transferring of maids to and from you. We are equipped with a fool-proof selection procedure. Unilink Agency is accustomed to all the legal procedures and needs to serve employers with professional domestic maid helpers from Indonesia, Vietnam and Cambodia. While some agencies charge expensively for their maids, we provide perfectly reasonable rates. We understand how our clients prefer maids of certain nationalities over the other, and we are ready to provide.

We Provide Following Services:

1) Free Maid Counselling Service

Consultation on the need and maid requirement of employer.
Pick up and deliver housemaids to employer.
Door-to-door service for clients.

2) Maid Supply

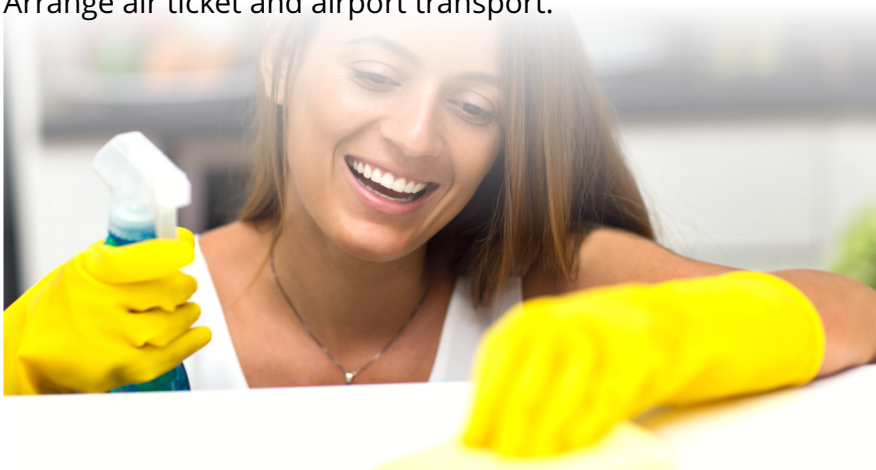
Housemaids job placement service.
Request maid application.
Online application for housemaids with Immigration Department.
Process of embassy endorsement documents and home leaves.
Medical check up application for housemaids.
Insurance claims assistance for housemaids.

3) Maid Training

Screening and interviewing of housemaids (through Skype) .
General orientation for official maid employment in Malaysia.
In-house orientation for arriving housemaids.

4) Maid Permit and Passport Renewal

Renew maid work permit and passport.
Arrange air ticket and airport transport.



Services Maid



Services

Manpower Recruitment Consultation

We are providing consultancy service for professional work permit - who are classified as Expatriate. There are 3 categories available for professional or skill foreigners to apply work permit in Malaysia.

Foreigners who are qualified to fulfill the following positions:

Key Post - Category 1

Top Managerial Post of a foreign owned company operating in Malaysia.
Responsible for looking after the company's interests and investments.
Responsible for determining the company's policies and goals.

Executive Post - Category 2

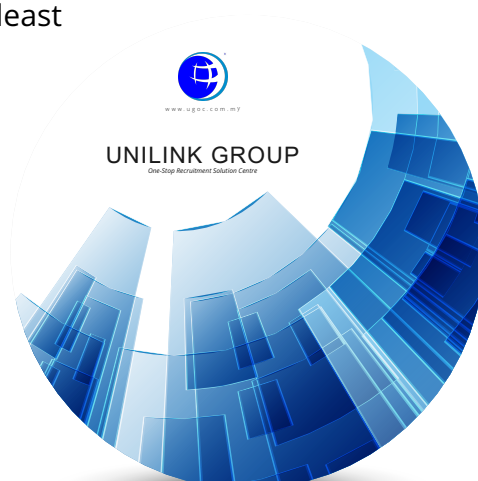
Professional/Middle Managerial Post.
Required academic and working experience, practical skills related to the respective jobs.
Responsible for implementing the company's policies and supervision toward the junior staff.

Non-Executive Post - Category 3

Highly skilled
Require working experience and technical skills related to the respective jobs.

Employers must had the following requirement to apply their professional or skill foreigners:

- Minimum capital requirement 100% of local (Malaysian) RM 250,000.00
- Joint ownership of foreign and local RM350,000.00
- 100% foreign ownership RM500,000.00
- Distribution of merchantability and RM1,000,000.00 restaurant possession of foreigners.
- Conditions are not subject to capital incorporated company, limited and associations/organizations.
- Position for key post, foreign capital in the company should of at least RM500,000.00
- Minimum salary for expatriate RM5,000.00 (per month)



We are Malaysia consultant and manpower consultant to provide the following service scope:

- Assist in application of foreign workers on documents compilation, aliases with respective Government department, etc,
- Assist in application of calling visas, obtaining endorsement from Government department,
- Obtaining attestation from relevant foreign embassy in Malaysia,
- Arrangement of processes in source country, approvals from labor department Visa, getting air ticket, etc,
- Clearance of workers from airport upon arrival,
- Obtain FWCS insurance coverage, FOMEMA medical check-up, setting up accommodation, getting transport to workplace etc,
- Management of foreign workers on benefits, counselling, supervisory attention, handle unexpected issues,
- Assist in renewal of work permit for foreign workers,
- Compliance of all statutory and requirements relative to the employment of the workers,
- Arrange orientation and training programs (as when required by clients) for workers to help and guide them in understanding and inculcating the Malaysian culture, tradition, law, and practices.

Our objective is to reduce tremendous time consuming and non-productive human resources related tasks. You will be able to focus more on your business expansion planning & activities.

Services

Assist in Supply of Foreign Workers Application



- Fire insurance
- Consequential Loss
- Burglary
- FWCS, SKHPPA, IG for Foreign Worker
- Personal Accident
- Public Liabilities
- House owner
- Travel Insurance



Services

General Insurance & Group Term Coverage

We assist in arrangement of transportation for:

- KL to BP and vice versa
- KL to JB and vice versa
- Other places

We can assist to book for air ticket for following air lines:

- Air Asia
- Malindo air
- Himalaya Airlines



**Services
Ticketing**



Agensi Pekerjaan Unilink Prospects Sdn Bhd

Address

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83000 Batu Pahat,
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cs3@ugoc.com.my

Qr Code of Facebook

www.fb.com/ugocbp



For more information on our services and a complete directory of our offices, visit our website www.ugoc.com.my.



www.ugoc.com.my

Contact Us



BORANG 4



0013178
JTK

2106

**LESEN UNTUK MENJALANKAN URUSAN
AGensi PEKERJAAN SWASTA**

AKTA AGensi PEKERJAAN SWASTA, 1981

**JABATAN TENAGA KERJA
KEMENTERIAN SUMBER MANUSIA**

(1) **AGensi PEKERJAAN UNILINK PROSPECTS SDN. BHD.**

(Nama Syarikat & Alamat Berdaftar)

adalah dengan ini diberi lesen di bawah peruntukan-peruntukan Akta Agensi Pekerjaan Swasta, 1981
untuk menjalankan urusan agensi pekerjaan swasta di

NO. 36-1F

JALAN KLUANG ^(premis) (SIMPAN RANTAI)

83000 BATU PAHAT, JOHOR

- (2) Lesen ini adalah dikeluarkan tertakluk kepada peruntukan-peruntukan Akta Agensi Pekerjaan Swasta, 1981 dan peraturan-peraturan yang dibuat di bawahnya.
- (3) Lesen ini adalah sah selama tempoh dua belas bulan selepas ianya dikeluarkan dan akan habis tempoh pada **30 JUN 2018**

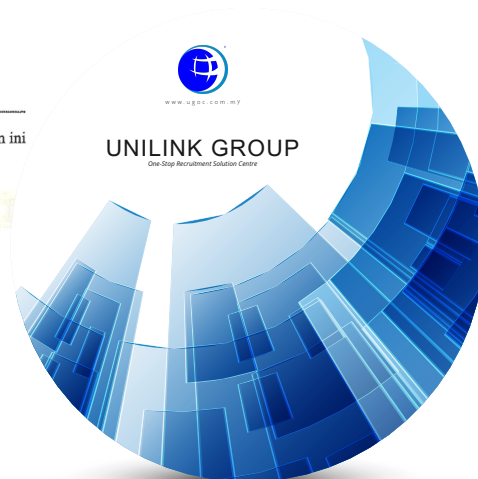



DATO' MOHD JEFFREY BIN JOAKIM
Ketua Pengarah Tenaga Kerja
Semenanjung Malaysia

Tarikh dikeluarkan **01 JULAI 2017**

CATATAN — Lesen ini hendaklah dipamerkan pada setiap masa di tempat yang mudah dilihat dalam premis di mana lesen ini diluluskan.

Credentials





JABATAN IMIGRESEN MALAYSIA

Immigration Department of Malaysia

PENDAFTARAN UNTUK MENJALANKAN URUSAN AGensi PEMBANTU RUMAH ASING

Registration for Matters on Foreign Domestic Helper

KEBENARAN ADALAH DIBERI KEPADA

This permission is given to

**AGensi PEKERJAAN UNILINK PROSPECTS SDN. BHD
NO. 36-1F, JALAN KLUANG (SIMPANG RANTAI)
83000 BATU PAHAT
JOHOR**

untuk menjalankan urusan agensi Pembantu Rumah Asing
tertakluk kepada syarat-syarat yang ditetapkan.

For Matters pertaining to Foreign Domestic Helper where terms and conditions applied

Tempoh Pendaftaran : Sehingga 30 Jun 2018

Registration Period :

No. Pendaftaran : IM.101/HQ-J/857/4-756

Registration No. :

Lesen J.T.K : 2106

Labour Department Licence :

Tarikh Pendaftaran : 17 Oktober 2011

Registration Date :


**DATO' KHAIRUL KHAR BIN YAHYA
b.p. KETUA PENGARAH IMIGRESEN
MALAYSIA**

18 OGOS 2017



UNILINK GROUP
One-Stop Recruitment Solution Centre

Credentials

