



MOTHER EARTH'S (PVT) LTD

International Recruitment Consultants

"Sri Lanka Bureau of Foreign Employment LL NO: 3366"

"Help People Find Better...."



INTRODUCTION

Who We Are?

Mother Earth's (Pvt) Ltd is a Sri Lanka Bureau of Foreign Employment licensed, International Recruitment and Employment consulting agency, incorporated following the International Labour Office's strategy "A Skilled Workforce for Strong, Sustainable and Balanced Growth". (Labour License No **3366**)

We are one of the best international recruitment agencies and a trusted partner providing our clients with the professional talent needed to fill gaps and achieve goals. We can assist you in finding top talents by offering recruiting and staffing services.

Our innovative spirit, community focus and time-honoured integrity set us apart as a full-service staffing agency, thanks to our highly qualified and experienced recruitment professionals who are pride of our company. We believe in providing efficient human resource allocation where our clients are introduced to the right people for the right job, thus allowing our clients to focus on other important things that matter. Both our [vision and mission statements reflect our commitment](#) to offer exceptional service.

We mainly cater European and Middle Eastern regions. We have a reputation as a premium vendor especially in the area of recruitment solutions. Our first and foremost objective is to enhance our partnership with our resources. We select our clients very carefully. Our distinguished record with our customers set us apart from all other competition. We strive to deliver above and beyond what is expected of us. We adapt to our clients' changing needs as well as changes in the market to make sure we are a business of growth, success and happiness.

Thank you for considering [Me](#) as your business partner. We look forward in providing with the best of services to you in days to come.

Best regards

Team Mother Earth's (Hereinafter referred to as "[Me](#)")





Mission @ Me

“To power the world of work and help people find better. Not only at work, but in life too”

Vision @ Me

“To be a key player in each of the areas we recruit in and to be the preferred and trusted recruitment partner of both our clients and candidates”

Values @ Me

We believe our values are the DNA of our company. Below are the values we live and work for:

- **INTERGRITY** – We adopt the highest ethical standards of our industry and operate with transparency and trust.
- **RESPECT** – We treat each other, our clients and candidates with mutual respect and sensitivity.
- **BALANCE & SUPPORT** – We support workplace flexibility and encourage work / life balance.
- **COLLABORATION** – We work as a team. We share knowledge, experience and leverage continuous improvement for learning. We play for each other and our customers.
- **FUN** – We are passionate, we laugh lots and love what we do!
- **Community** – We support our community by giving back through our **We @ Me** CSR initiative.
- **Equality** – We are committed to ensuring Equality of Opportunity for all our citizens.





Team @ Me

Mother Earth's (Pvt) Ltd is being run by professionals and extremely skilled work force. We have our board of directors under the Chairmanship of Ms Lakmini Gurusinghe set the course of the company and ensures that its credibility, reputation and profitability that has a vision of rapid growth in its first year of operation, not only remain intact but new ideas and new concepts take a definite shape. So that the company could keep pace with the changing business environment and continue to be the leader in its field.

Lakmini Gurusinghe Meegaswatte - Chairman – SLBFE Licensee



Ms Lakmini Gurusinghe Meegaswatte is the founder chairman of [Me](#) and the holder of SLBFE license. Graduated from University of Colombo she started her career as a teacher. She has over 20 years of experience in administration, coordination and teaching in Sri Lanka as well as in Middle East. While she was in Qatar working as the primary head of Stafford international School, she was a member of counselling team and had the opportunity to be a part of workers lives who faced various work-related issues. She decided to move into the foreign recruitment industry with her husband Chamara Meegaswatte and use her years of experience to serve company's' vision and mission.

Chamara Meegaswatte - Managing Director / CEO



Chamara Meegaswatte, qualified in Applied Banking and Finance, Human Recourse Management practitioner, is the person who was behind the concept of Mother Earth's (Pvt) Ltd or [Me](#). He has over 25 years of experience in Banking, Logistics and Construction industries. He commenced his carrier in Sri Lanka as a bank teller @ HNB, moved to Qatar with Eastern Exchange Establishment LLC and went on to serve as a Sales Manager in Logistics and Construction industry in Middle East. Experiencing the practical problems foreign employees face, he decided to start a licensed foreign recruitment company to cater people to find better not only in work, but in life too.



Roshan Perera - Director / COO



Roshan Perera is a versatile Techno-Commerce professional accounting for 20+ years of leadership experience spanning across the full sphere of business including technology management, solution design, data analytics, digital transformations and project management. Expertise include ICT Infrastructure Management, Software Product Architecture, System Integration, Network Architecture & Security, Satellite Communication, Artificial Intelligence & Machine Learning based Systems, Internet of Things (IoT) and De-centralized Finance.

Former Head of IT for United Nations Office for Project Services overlooking ICT infrastructure for Sri Lanka, Maldives, Nepal, Bhutan, Pakistan and Afghanistan. Roshan holds a BSc in Computer Science & Engineering from the University of Moratuwa and is qualified in CIMA Stage II and successfully completed CCNA (Cisco Certified Network Associate), CCNP (Cisco Certified Network Professional) and CEH (Certified Ethical Hacking). He is driven by an innate passion to uplift the lives of the underprivileged, and also by the curiosity to understand business challenges and design novel and innovative solutions.

Sriyan Gurusinghe - Director



Sriyan Gurusinghe is a founder director of [Me](#) and Managing Director / CEO of LOLC Securities, under the LOLC group, which is admired as Sri Lanka's most profitable corporate entity and the largest Non-Banking Financial Institution (NBFI) and one of the most strategically diversified conglomerates listed on the Colombo Stock Exchange. He was appointed to the Board of Directors in September 2011. He is ICMQ (UK) qualified and his stockbroking career spans almost two decades. He commenced his career at Bartleet & Mallory Stockbrokers going on to serve as Director/ GM at Ceylinco Stockbrokers for 14 years. He is the immediate past President of the Stockbrokers Association in Sri Lanka.

Champika Gurusinghe - Head of People & Culture

NDHRM | MBA in HRM | MCIPM | MCPM



Over 30 years of service at different industries starting from Pharmaceutical, Manufacturing, Healthcare and Retail-Fashion, working with International & local administrations leaderships, over 15 years in the capacity of Senior Manager / Head accountable for People & Culture brought up with right knowledge, matching skills, attitudes with values.

- Visiting Lecturer at the Chartered Institute of Personnel Management for the last 13 years.
- Corporate Trainer – Skills Development & Vocational Training Sector, Sri Lanka.





What We Do @ Me

Recruiting with a purpose

@ Me we work to power the world of work and help people find better. Not only at work, but in life too. So, we can be a key player in each of the areas we recruit in and to be the preferred and trusted recruitment partner of both our clients and candidates. We are in business to create a better future for both our clients and candidates, their families and community we share.

Whether it's called an employment agency, a recruiting firm, or a creative staffing agency, all these companies perform essentially the same function. A recruiting or an employment agency is a place that a client can go in order to find an ideal candidate or a candidate can go in order to find a job. So, we are here to give you the unwavering assistance that you need and possesses a vast database of qualified candidates and ensures the availability of suitable applicants for any given industry and specialty. This allows us, at Mother Earth's, to provide life changing opportunities and a large impact in communities across the globe.

@ Me we have redefined the process of global recruitment to a predictably accurate process with defined parameters for matching job skills of potential candidates with the job profiles of international companies. We as an International Recruitment Agency provide international jobs for Professional and skilled workers with various corporate giants in the United Kingdom, Schengen countries, Canada, Australia, Maldives, Saudi Arabia, Qatar, Oman, UAE, Bahrain, Kuwait and Malaysia, in diverse industries like Health, Education, Banking, Aviation, People and Culture, Construction, Hospitality, Oil & Gas and Hotel & Tourism.

@ Me we practice superior candidate management and offer excellent candidate care. This can help our People and Culture professionals to pick the right person while ensuring a sufficient talent reserve in the future. By this method, we take advantage of new technology, improved screening and evaluation techniques.





WHY CHOOSE US?

Why Me?

Our genuine passion and enthusiasm for what we do, coupled with our agility enables us to respond to requirements of our clients' ensuring that they continue to stick with **Mother Earth's (Pvt) Ltd** as their preferred and trusted recruitment partner. To ensure we uphold and promote the highest possible standards across our recruitment practices. Besides our passion for recruitment, we are pioneers in our sector and recognized for our corporate social responsibility strategy "[We @ Me](#)".

What makes us the most reliable source to find your employment requirement is our team of expertise who collaborate to form an excellent management team. A fully computerized Office System and Virtual Databank designed to enable prompt communication among every staff for efficient and best service delivery. Our own reliable expertise for medical check-ups and aptitude tests enables us to handpick the best before we select anyone for final recruitment.

When you chose [Me](#),

- You save your business time and money because we take care of the initial hiring process. We will ensure that time you spend in the application process is spent wisely on viewing those worth considering. We collect and assess CVs, check references, and filter talented job seekers using the best interview techniques, so businesses don't have to. In-house staff can perform other duties.
- You can explain your requirement as we are always ready to listen. This allows us to spot technical ability as well as a candidate that aligns with your company or organisational values, resulting in a long-term successful hire.
- You can rely on industry expertise. Often, your candidate requirements may be specific and difficult to find; this is where our industry expertise and market knowledge proves to be priceless.



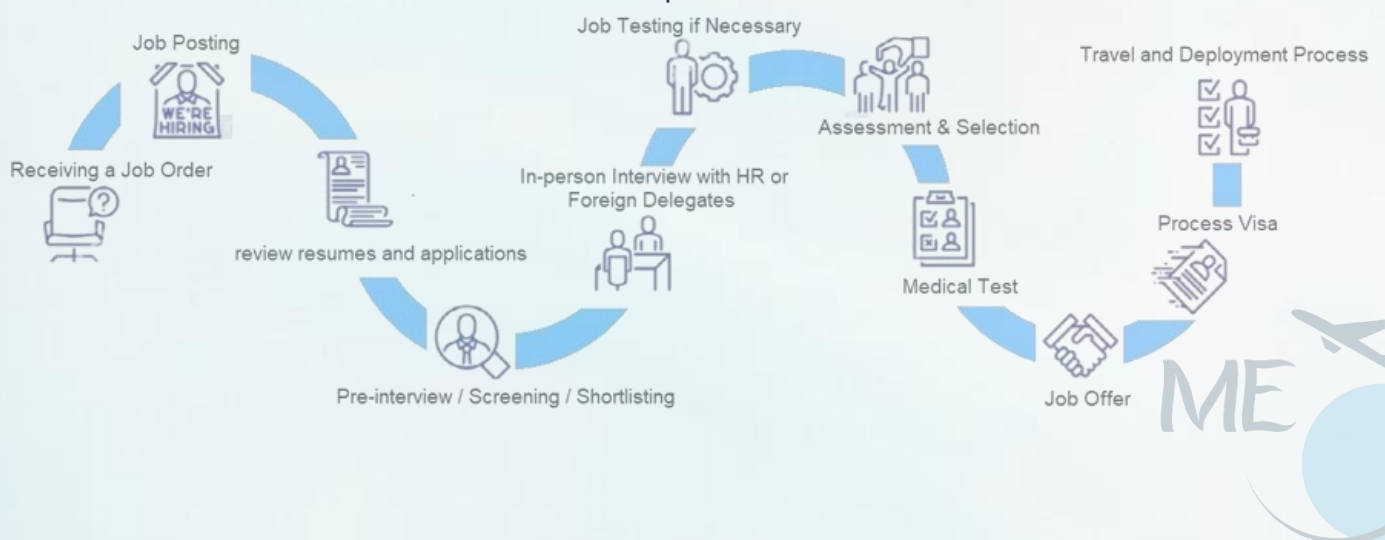


Methodology and Approach @ ME

As an international recruitment agency, **Me** follows a well-defined process and method for recruitment to ensure selection of only the perfect candidate matching the job profile. Industry experts in each field are called for interviews. If required, selections are jointly carried out with employer and People and Culture experts @ **Me**. Our modern philosophy ensures thorough, thoughtful and strategic sourcing, evaluation, selection, and vetting of candidates.

We are responsible for ensuring compliance, adhering to and maintaining all legally mandated documentation throughout the process. Our team may send formal requests for feedback using Mother Earths' Placement Evaluation Forms at the six-month and one-year anniversaries of the new hire.

1. Once our client issues a demand letter or a job order, detailing job openings, together with the power of attorney and agreement, we start our process. The "Power of Attorney" authorises us to act as our clients' recruitment consultants in Sri Lanka. Our client will also forward us a draft of employment agreement between the employer and employee. At the conclusion of the meeting(s) with our client, there will be a clear consensus of the key qualifications and characteristics of the positions and the process, action plan, and timetable to be utilized for the recruitment process.



2. Once necessary approvals are taken from Sri Lanka Bureau of Foreign Employment, **Me** initiates the process. First and foremost, we check our computerized database to ensure that no stone is left unturned in our search for best candidates. Then we place advertisements in leading newspapers, Television News Belt spot advertisements, job fairs in various cities and provinces here in Sri Lanka - calling for applications from candidates. The advertisements will highlight the strengths and challenges of our client, its organizational structure and services, its mission and goals, pertinent facts regarding the position, and necessary and desirable candidate qualifications. Our effort will include a variety of activities designed to build the best available candidate pool. In coordination with the Our client, **Me** will:

- Identify prospects.
- Provide each potential candidate with access to the recruitment brochures.
- Capture interested candidates in our recruitment project database; and
- Provide representative data to tell the full story.

3. **Me** will coordinate sourcing and any desired phone screens with our client to further narrow the pool to the most highly qualified candidates and to establish best organizational fit of each potential finalist. This screening process is specifically designed to assess the personal and professional attributes our client has identified and will focus on each candidate's ability, technical competency, and fit with our client's values, culture, and needs. Our assessment will consist of:

- Experience and qualifications.
- Cultural fit based on our understanding of important intangibles.
- Clarity of any issues identified in the submitted documents.
- Reasons for position interest.
- The level of commitment to the position and the organization.
- And other issues, including salary requirements will be discussed.

Me will advise our client on the qualifications of the candidates, develop a list of approximately five to eight candidates per position recommended for secondary interviews and provide a written summary report describing the overall candidate pool and the qualifications of those recommended for interview. We will manage, plan, arrange, and conduct all preliminary interviews in coordination with our client. Our summary will include:

- Analysis and recommendations.
- Representative data.
- All candidate documents.
- Any additional relevant information the applicants have submitted.

We will prepare **Me's** user-friendly Applicant Materials Binder, which will contain pre-screen notes, and Pre-Screen Evaluation Forms that summarize our conversations and assign the respective candidates a numerical score - making our recommendations concise and easy to understand and removing bias.



4. We will advise and develop interviewing strategies and a set of key questions that will help analyse candidates' qualifications and management/workstyle. We will facilitate all necessary communications with our clients' recruitment team (HR) and candidates to ensure everyone is well prepared.

Interview questions will be designed to elicit information, not only about each candidate's technical skillset and experience but also their leadership skills, adaptability, political astuteness, self-awareness, and other important aspects of the ideal candidate profile.

Questions, evaluation tools, and additional materials will be assembled in intuitive and user-friendly on-site interview binders. We will also use evaluation criteria agreed to by our client.

5. People and Culture experts @ Me will provide oversight during the panel interview process and facilitate a focused discussion with our clients' recruitment team at the conclusion of the interviews to identify the most qualified candidates for the hiring round of interviews.

The interview panel will narrow the field of candidates to two or three finalists who are then asked back for a second and final interview. The second round can consist of a townhall or open forum style of interview, which we are available to moderate. This list of finalists will be prepared for review and consideration by our clients' recruitment team.

6. Me will conduct thorough reference and background checks for the final candidate(s). We start with employment and professional references, calling each and having an in-depth discussion covering strongest business characteristics, work style, interpersonal skills, and position-specific knowledge. Our references will be documented and presented in a concise user-friendly manner.

We will also perform a public records search, Internet, media, and newspaper searches for top positions. We work with a background checking team that can confirm educational degrees and check criminal records. If preferred, background and professional reference checks can be completed before candidates are presented for the oral interview process.

Me will facilitate and lead the negotiations of the final terms and conditions of employment, such as the compensation package, benefits, and other perquisites (perks). We will notify all candidates not selected as finalists for the position.

7. Once assessments and selections are completed Me will arrange medical check-ups for selected candidates at authorized centres. Visas will be applied from the Embassy after signing the agreements followed by ticketing and immigration processes. A basic orientation program will be arranged for chosen candidates prior to leave Sri Lanka with the collaboration of Sri Lanka Bureau of Foreign Employment, informing them about labour laws of the country of employment, work environment in the company and other relevant information.

In addition to the steps of the process leading to an offer of employment to the top candidate, we are committed to ensuring that the new incumbent's transition into the new position will be smooth and successful.





Our Resources

We are equipped with powerful integrated recruitment technologies and have a team of seasoned People and Culture experts led by Ms Champika Gurusinghe, who is the Head of People and Culture @ Me. She is a chartered MCIPM @ Chartered Institute of Personal Management and holds a MBA on Human Recourses Management / Personal Administration from University of Colombo. She is a visiting lecturer and Trainer @ Institute of Personal Management. Before joining our team, she worked as the Senior Manager HR @ “Cool Planet”, one of the leading department stores in Sri Lanka. She has more than fifteen years of experience as a People and Culture professional. Additionally, all our People and Culture experts have significant management experience.

We have all the latest facilities in the areas of communication, frequent transport etc., and leading to expedition of the entire process.

@ Me - We

- utilize our own premises for the interviews.
- use digital assets to speed up the recruitment process.
- conduct video or Mobile interviews.
- maintain an updated website.
- use Application Tracing System or ATC.
- use data to find the “BEST” candidate.
- eliminate bias.
- create employer branding videos.
- use social media platforms.
- have ample office space and waiting area.

We fully operate as per the guidelines provided by
Sri Lanka Bureau of Foreign Employment under the SLBFE
Act (No 21) enacted in 1985 and subsequent amendments
(No 4 of 1994 and No 56 of 2009).



Staff We Can Provide

Me takes pride of its extensive and diverse experience in Recruiting & Supplying Sri Lankan Workers for the Industries as follows:

Hospital & Healthcare Industry

- General Practitioners (MBBS – SL)
- Consultant Physicians / Consultant Surgeons (MBBS – SL, MD, MRCP / MRCS)
- Specialists (MBBS – SL, MD)
- Dental Surgeons (BDS – SL)
- Nurses – BSc and Diploma (Medical / ICU / HDU / Emergency Care Unit)
- Physical Therapists
- Veterinarians
- Pharmacists
- Phlebotomists
- Care Givers (Hospitals / Nursing Homes / Elderly Homes / In-Home)

Banking Industry

- Top Management (CEO / Managing Director / Directors / General Manager Etc.)
- IT Professionals (Banking IT systems)
- Treasurers
- Branch Managers
- Relationship Managers
- Auditors and Accountants
- Bank Tellers
- Collectors



Education Industry

- Education Administration (Dean / School Principal / Vice Principal / Directors)
- Teachers
- School Counselees
- School Social Workers

Construction, Oil and Gas Industries

- Architects
- Engineers (Civil / Petroleum / Auto CAD / Safety / Planning / Production / Electrical)
- Land Surveyors
- Quantity Surveyors
- Pest control Professionals
- Firefighting and Maintenance Professionals
- Instrumentation Professionals
- Insulation Professionals
- Lab Professionals
- Machinist – Utility Professionals
- Mining and Blasting Professionals
- Plant Operation Professionals
- Other Construction Professionals

Aviation Industry

- In Flight (Commercial Airplane and Helicopter Pilots / Pilots / Flight Attendants)
- Airline (Aircraft Mechanics / Administrators / Handlers / Ground Attendants Etc.)
- Airport (Managers / Operators / Engineers / Safety Personals / Terminal Staff)
- Aviation Safety (Traffic Control Specialists / Safety Inspectors / technicians)
- Aerospace (Aeronautical Drafters / Aerospace Engineers)

Hospitality Industry

- Hotel Management Professionals
- Group Sales and other Sector Professionals
- Food and Beverage Professionals (Executive Chef / Chef Etc.)
- Event Professionals
- Front-Of-the-House Professionals
- House-Keeping Professionals
- Travel and Tourism Professionals

People and Culture

- Chief Human Recourses Officer or Head of People and Culture
- Director of Recruiting / Recruiting Manager
- HR Manager / Manager – People and Culture
- Compensation and Benefits Manager
- HR Officer / Officer – People and Culture
- HR Assistant / Assistant – People and Culture





We @ Me - CSR initiative

At the inaugural meeting directors decided that we need to help people find better, not only at work, but in life too. Inspired with this our mission statement was created, which we highly believe in.

"To power the world of work and help people find better. Not only at work, but in life"

Businesses that practice corporate social responsibility aim to improve their communities, the economy or the environment.

"Corporate Social Responsibility" was one of the first priorities for us. Looking at our company's purpose and values we realized that it was the correct decision we made to link our business with a CSR strategy. All three directors unanimously decided to donate a percentage from our annual profit towards CSR projects.

Our aim is to implement our projects in all four categories of CSR.

- Philanthropic responsibility
- Environmental responsibility
- Ethical responsibility
- Economic responsibility

We @ Me are always happy to give back to the community.

Equal Employment Opportunity (EEO)

Equal employment opportunity (EEO) is when all employees are treated fairly and equally in all aspects of their jobs. This means they have equal access to employment opportunities based solely on their ability to do the job, regardless of personal attributes such as gender, race, colour or creed. As a company we are committed to ensuring equality of opportunity for all our citizens and our aim is promoting equality of opportunity both within our organization and in the industries we regulate. We highly discourage discrimination, harassment and victimisation of employees and others on the grounds of:

- Race.
- Gender, Gender identity, Sexual orientation.
- Religion or belief.
- Disability or
- Age.

This applies to how we recruit, train and promote individuals and to their terms and conditions of employment.



Below company documents are only for reference. Original documents will be provided for the prospective clients



LICENCE TO CARRY ON THE BUSINESS
OF A FOREIGN EMPLOYMENT AGENCY



MOTHER EARTH'S (PVT) LTD.
(Name of Applicant)
No. 743/19 C 1, Thalangama North, Malabe is hereby
licensed under the provisions of the Sri Lanka Bureau of Foreign Employment Act. No. 21 of 1985 to carry on at
No. 743/19 C 1, Thalangama North, Malabe (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 April 2022

Name of Foreign Employment Agency : MOTHER EARTH'S (PVT) LTD.
Name of Person in-charge of Business : Mrs. Lakmini Gurusinghe Meegaswatte
Amount of fee paid : Rs. Two Hundred Thousand Only
Date : 19th April 2022 (the date of issue)



Sri Lanka



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இலங்கை ஜனநாயக சோசலிச குடியரசு
Democratic Socialist Republic of Sri Lanka

සමාගම් අංකය
கம்பனி இலக்கம்
Company Number

P V 00230893

2007 අංක 7 දරණ සමාගම් පනත
2007 ஆம் ஆண்டின் 7ஆம் இலக்கக் கம்பனிச் சட்டம்
The Companies Act No 7 of 2007

පෞද්ගලික සමාගම් සංස්ථාගත කිරීමේ සහතිකය
தனியார் கம்பனி கூட்டிணைப்புச் சான்றிதழ்
Certificate of Incorporation of a Private Company
5 වන වගන්තිය අනුව පිහිටා 5 වන පාද Pursuant to Section 5

මදර් අර්ත්ස් (පීටීවී) එල්ටීවී

2007 අංක 7 දරණ සමාගම් පනත යටතේ වැඩසටහන සපුරා ඇති බැවින් පෞද්ගලික සමාගමක් වශයෙන් අද දින
සංස්ථාගත කළ බවත්, එහි සමාගම් විවෘතවීම බවත් පවසා සහතික කරමි.
දෙසැන් විස්ස න් වූ නොවැම්බර් මස විසූ හය වන පමිදින කොළඹදී අත්සන්කොට දෙමි.

மதர் ஏர்த்ஸ் (பீவி) எல்ஐடி

2007 ஆம் ஆண்டின் 7 ஆம் இலக்க கம்பனிச் சட்டத்தின் கீழான எல்லாத் தேவைகளுக்கும் இணங்கியொழுக்கப்பட்டு இந்த
திகதியன்று தனியார் கம்பனியாக கூட்டிணைக்கப்பட்டுள்ளது என்றும் அக்கம்பனி வரையறுக்கப்பட்ட முதன்முதல் நான் இத்தகல்
சான்றிதழ்க்கிட்டுள்ளேன்.
இரண்டாயிரத்து இருபது ஆம் ஆண்டு நவம்பர் மாதம் இருபத்தாறாம் திகதியன்று கொழும்பில் என்னைல்
கைச்சாத்திட்டுக் கொடுக்கப்பட்டது.

I hereby certify that

MOTHER EARTH'S (PVT) LTD

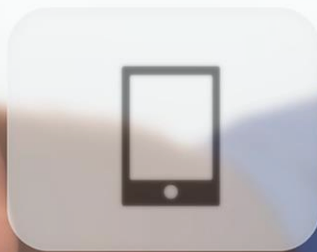
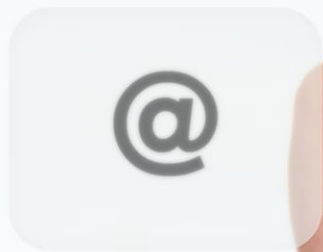
On this day has been incorporated as a Private Company With Limited Liability having complied with the
requirements of the Companies Act No. 7 of 2007.
Given under my hand at Colombo, on this Twenty Sixth day of November two Thousand Twenty



D.N.R. SRI

சமீபத்தில்
Revised





Mother Earth's (Pvt) Ltd

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Mobile: +94 777 329 063 / WhatsApp: +94 74 00 74749

E-Mail: me@motherearths.lk / info@motherearths.lk

Website: www.motherearths.lk

