

# "Comprehensive range of overseas Recruitment services"



**Placewell HRD Consultants**

*indian HRD Resources for the World*

Govt of india approved Overseas placement Consultancy  
(Reg. No. B-0148/AP/PER/1000+/5/7 143/2005)

[www.placewell.in](http://www.placewell.in)

## Corporate Profile

Placewell HRD Consultants is started in 2004 with primary objective of providing recruitment assistance for international clients and reliable placement solutions. Strategically headquartered in Hyderabad, Andhra Pradesh, India, Placewell has strategic network of associates and representative in Gulf, Africa and European regions to cater the placement needs of clients.

Today, Placewell is providing overseas recruitment support services for :

- ❖ Multinational companies
- ❖ Small/medium sized enterprises
- ❖ Manufacturing companies
- ❖ Trading organizations and many more

Placewell's core competence is to offer tailored cost-competitive, time-to-market and end-to-end recruitment Solutions. We emphasize on extending value-driven recruitment services to our clients. We also ensure prospering career opportunities for job seekers by consolidating the employers' high-growth areas.

We help the following people to get prosperous jobs and lucrative career offers overseas :

- ❖ Professional workforce
- ❖ Semi-professional workers
- ❖ Skilled employees
- ❖ Semi-skilled personnel
- ❖ Un-skilled labour

Our experienced team addresses the Talent assessment, talent acquisition, talent training and talent deployment needs of clients. Thus, we ensure them to have effective Talent Management practice in place. Based in India, Placewell has developed industry-specific databank of professionals, technicians, executives, experts, supporting staff, etc. Using this largest pool of database, we search, select, test and place professionals with the clients across the globe. Thus, we address their technical and professional recruitment needs.

At Placewell, our team emphasizes on bridging the gap between clients' expectations and performance of Indian professionals. Especially, in the case of technical placements for overseas openings, we conduct rigorous technical examinations using our state-of-the-art Trade Testing Center. We also ensure to conduct interviews and other screening tests using skilled consultants and subject matter experts as part of panel of interviewers. Thus, we help both candidates and clients.

# Vision Mission & Values

## Vision

We aim to accomplish the leadership position in overseas recruitment services across the globe for diverse business sectors and exceed the expectations of clients.

## Mission

We deliver business-ready, responsive and reliable recruitment, overseas talent management solutions to valued clients on a consistent and cost-effective manner, and foster long-term professional relationships with them.

To realize our vision, we adopt the following mission objectives :

- ❖ Provide recruitment services in quicker manner
- ❖ Help clients and address all their overseas placement needs
- ❖ Adopt high levels of quality in the entire selection process
- ❖ Build better bonds with clients with total customer focus
- ❖ Use the best-in-class quality benchmarks
- ❖ Complete each of the recruitment assignment in cost-effective manner
- ❖ Address the requirements of clients with effective delivery models
- ❖ Support diverse business verticals

## Values

Our corporate values guide us to have a positive outlook to offer rich services to our valued clients. Our delivery methodology and supporting tools ensure to offer effective service for each of client. Our corporate values include :



❖ **Integrated Approach**

Our integrated service delivery approach combines planning, business strategy, planning and service. We provide detailed roadmap to address talent acquisition and talent deployment requirements.

❖ **World-class Team**

We have team with rich domain expertise in areas of overseas recruitments. Our team has many decades of collective expertise in offering comprehensive recruitment services.

❖ **Business Acumen**

Our company has abundant business knowledge to support our clients and to offer them a world-class experience.

❖ **Industry Knowledge**

Our team has in-depth industry knowledge to analyze openings with different clients in diverse business sectors.

❖ **Integrity**

We give utmost priority to develop support systems and offer all the related services with complete transparency, honesty and integrity.



**Expert Team**

**Mr. D.S. Reddy**

Chief Executive Officer

Mr. D.S. Reddy is a Chartered Accountant by profession. He has over two decades of rich experience in finance, management and human resource consulting domains. He has successfully worked in many senior level positions to lead the teams of finance.

Prior to establishing Placewell, Mr. D.S. Reddy has worked in many prominent organizations nationally and internationally. With the real-time experience he garnered over the years, he has conceptualized Placewell as his brainchild in 2004. With his perseverance, hard work, integrity, planning and business acumen, he spearheads the operations of Placewell. Today, under his aegis Placewell is considered as one of the reliable source for total overseas recruitments and gained the confidence of organizations of international repute across the globe.

**Mr. B.V.S.N. Prasad**

Manager – Operations

Mr. Prasad has over 20 years of rich and hands-on experience in procedures, rules and regulations in International recruitment domains. As an excellent manager and strategist, he has excelled in launching our services across Gulf, Africa and European regions. As Manager - Operations, he coordinates all our operations and business planning.

**Mrs. M.J. Padmaja**

Manager - Recruitments

Mrs. Padmaja is professionally qualified with MBA and has more than 7 years of experience. As recruitment manager, she plays key role in developing talent pipelines and recruitment best practices. Her primary task is to drive the continuous professionalism of our recruitment activities and to define and implement strategies for sourcing top talents from around the world.

**Mrs. Lakshmi**

Technical Expert

Mrs. Lakshmi is professionally qualified with AMIE with 7 years guides the technical team at Placewell for proper planning, service delivery and analysis of results based on clients' feedback.

**Team Leaders**

We have a group of 15 Team Leaders who are professionally qualified MBAs with HR specialization and more than 6 years of domain expertise. Our team involves in selecting optimal sourcing channels and defining a process that allows us to identify qualified candidates and develop a strong talent pipelines for our clients.

**Technical Team Recruiters**

Our Technical Team of Recruiters is qualified graduate engineers with MBA qualification and with 3 to 5 years of domain expertise. Our recruiters are specialized in placing mid to upper level professionals by identifying candidates with the qualifications that best match our clients' specifications.

**Other Category Recruiters**

Our other recruiting executives are professionally qualified MBAs with 3 to 5 years of domain expertise. CEO Message

## CEO Message

Dear Sir / Madam,

Placewell HRD Consultants was incorporated in 2004 with primary objective of offering effective overseas recruitment services across the globe. Today, our operations have spread across Gulf, African and European regions with many prominent clients.



We have started with a humble beginning, down-to-earth approach and slowly garnered the trust and confidence of our clients. We firmly believe in hard work to gain success and provide customized recruitment services.

We continue to develop enduring relationships with valued clients by delivering professional service contracts on a preferred or exclusive basis with some of the world's prominent companies in many countries.

We focus on providing proactive support to solve all distinctive needs of clients for candidates with right skills, certifications, age, cultural background, experience and technical know-how.

Our service delivery approach is unique and emphasize on providing total support to enable clients to accomplish their business goals. We adhere to all international recruitment standards in offering our recruitment solutions.

We have accomplished growth and confidence of clients with our quality driven services by delivering excellence to our key global clients. Our clients find agility in our services, sincerity in rendering support, clarity in our approach and integrity in the entire process of recruitment.

We look forward to spread our operations to more countries to serve extended clientele. We also strive to build enduring relationships with our valued stakeholders.

Yours truly,

**D.S. Reddy**

Chief Executive Officer  
Placewell HRD Consultants

## Employers

### PICK-A-RIGHT-KNACK Model

#### Promotion

We adopt need based promotion like advertisements to collect right profiles.

#### Instruments

Our team uses many advanced profile selection tools and instruments.

#### Conduct Interview

We conduct technical and HR Interviews for shortlisted candidates.

### Know-how Assessment

Our experts assess the competencies, skills and expertise of candidates.

### Aptitude Assessment

We test candidates to understand their skills, aptitude, attitude etc.

### Rigorous Tests by Experts

Our expert team conducts rigorous tests to gauge their overall profiles.

### Intensive Training

From time-to-time, we also train our team to conduct behavioral interviews.

### Grading

We grade the candidates based on their performance for further selection.

### Hunt for Selection

We update both employers and candidates on regular follow up of selection.

### Testing Medical

We make shortlisted candidates to undergo all mandatory medical tests.

### Key Formalities

We coordinate with respective consulate authorities for further formalities.

### Numerous Support for Immigration

Our team provides total support Immigration processing and verifications.

### Ample of Orientation

For selected candidates, we provide orientation on job roles and location.

### Complete Departure Service

Our travel help desk helps in booking tickets, arranging accommodation, etc.

### Knowledge based Support

We provide end-to-end support to get you prosperous overseas careers.



## Overseas Employer Checklist

We give utmost priority for providing effective employer services across Gulf, Africa and European regions. For effective overseas recruitment services world-wide from India, Overseas Employers are required to submit some of the mandatory documents to us to authorize us to carryout recruitment process on their behalf.

These documents vary from region to region, country to country, province to province, industry to industry. We require the following documents from Employers:

### Required Documents :

Power of Attorney, Demand Letter, Specimen Agreement preferably attested by Indian Mission OR Chamber of Commerce.

Attestation of Employment Documents by the Indian Mission concerned in respect of six country viz. Yemen, Lebanon, Libya, Jordan, Sudan and Kuwait for all the categories of workers (Skilled & Unskilled) has been mandatory.

### Important Note :

For any further clarifications, queries and required documents required, please contact us or send us Email at [info@placewell.in](mailto:info@placewell.in)

## Employer Communication

In the process of providing effective overseas recruitment support to our clients, we use communication tools such as success stories, communiqués and reports from time-to-time. At Placewell, our team keeps in touch with our wide base of clients using the unique PLACEWELL process such as :

### Priority

Shows how we give utmost priority to the individual needs of clients.

### Loyalty

Builds loyal bonds with clients for enduring relationships and extended service.

### Affordability

Informs clients on how our services are customized and affordable to give reaping results for them.

### Creativity

Emphasizes on how our support is unique to cater the needs of clients.

### Expandability

Explains our services and their expandability to provide all allied services.

### Whole Responsibility

Stresses on our total ownership in handling overseas recruitment tasks.

### Enormity

Proves our readiness to accept challenging recruitment tasks of any size to place right candidates.

### Legality

Showcases our legal status to provide overseas recruitment services at various global regions.

### Longevity

Justifies our enduring efforts in providing quality driven services.

## 360° Support

Our team's expertise and skill set is an amalgamation of more than 10 years. We maintain enduring relationships with clients by selecting right candidates for right positions with right attitude and right skills. Our team is capable of providing total support as illustrated :





## Testimonials

Placewell have provided us to date many hundreds of contract workers in the professional, skilled, un-skilled categories within the given shorter period of timelines and in effective manner.

**- CEO**

**of a larger Power Sector company in Saudi Arabia**

On behalf of our company, I want to wish best of luck and extend our regards and appreciation to the core team of Placewell for their excellent services and customized support.

**- Director**

**Operations of prominent Manufacturing Company in Kenya**

We are indeed very happy with service delivery approach, customized recruitment services and total support. We have no hesitation in recommending them to other organizations requiring highly qualified Indian personnel.

**- Senior Manager**

**IT of famous Marketing Services Provider in Qatar**

We are elated with performance of Placewell in offering their recruitment support and placement services for our organization. We will continue to use their valuable services for our future projects too.

**- CEO**

**of a renowned Petrochemical Company in Oman**

Placewell team has rendered the best services and fulfilled responsibility to our best satisfaction. Hence, we are desirous to recommend their quality services to other organizations within our contacts.

**- Executive Director**

**of a famous Shipping Company in Tanzania**

## Job Seekers Resources

### Resume Writing Tips

We suggest the following Resume Writing Tips to Job Seekers, in order to make their Resumes for meaningful and saleable :

1. Know the purpose of your resume by stating the facts in more straight forward manner.
2. Back up your qualities and strengths clearly in the resume.
3. Use proper and relevant keywords and domain specific jargon in the resume.
4. Use effective and proper job titles.
5. Once the Resume is prepared, proofread it twice to ensure proper language and grammar and avoid typographical error while typing the resume.
6. Use the main competencies and experience in bulleted points form to make the content more readable.
7. While preparing the resume, put the most important information first.
8. Try to explain the employer how your skills benefit the organization.
9. Highlight your past and present job responsibilities rather than just boasting the achievements.
10. Analyze job advertisement and accordingly prepare the resume.
11. Get your resume reviewed by some expert [Our experts play this role].
12. Avoid preparing lengthy resume. Try to restrict it to one or two pages.
13. Take printout / hardcopy of the resume using the best quality printer.
14. Don't provide scattered information. Provide the information with proper order and sequence.
15. List all your positions in your resume concisely.

### How to Face Interview

We suggest the following tips to face the interviews successfully :

1. When you are facing the interviewers, speak moderately loud, clearly and slowly.
2. You need to make sure to reach the interview place (in case of personal interview) at least 15 minutes before the scheduled time. Please ensure to keep your phone available / not engaged mode (in case of telephonic interview)
3. Keep a pen and paper ready to note down any information or instructions that may be useful for further process of interview.



4. Maintain calm and composed behavior throughout the interview.
5. Show enthusiasm in your tone, gestures to make interviewer understand your interest in the job.
6. Try to provide clear and complete information for each question asked by interviewers without any confusion in the information.
7. In case of the telephonic interview where interviewer is calling from overseas location, there will time delay across the phone line. Try to answer the questions accordingly.
8. Respond to each of the question with proper answer using the proper conversation and addressing.
9. At the end of the interview, thank the interviewer for his time.
10. In the entire interview, try to call the interviewers by their first names only.
11. Before the interview, try to find the job profile, roles and responsibilities of the opening. Accordingly prepare your answers to suit their requirements.
12. Try to put forth your inabilities in a positive note. For example, if you don't know a particular version / application, you can say, you have worked on the similar application and therefore can learn it quickly without any problem.
13. Try to highlight the special skills, technical certifications and professional qualifications (if any).
14. Avoid discussing your personal issues, problems and concerns with the interviewers.



## Services

### Employer Services

We provide the highly targeted, fully skilled and totally professional approaches to recruitment, selection and evaluation processes. Our team possesses extensive experience in the human resources domain. Our operations are driven by our teams of business development, sales, promotion, recruitments, panel of expert interviewers, domain subject matter experts, HR executives, travel help desk personnel, etc.

Our team members have in-depth knowledge and experience in gauging the requirements of each position based on the industry, location, country and responsibility, accordingly they form search strategy and recruitment process.

Today, we are considered as thought-leaders in providing industry-rich employer services to cater their recruitment and placement needs. We have extensive expertise in recruiting executives, professionals, technicians, support staff, draftsmen, etc. in diverse industry verticals.

### Triple Guarantee

At Placewell, we provide all our clients an assured Triple Guarantee. It includes :

#### ❖ Fixed Fee Agreement

We offer a fixed-fee agreement for cost-effective recruitment assistance.

#### ❖ Total Commitment

We assure you for not recruiting the selected / short listed candidates for other positions with other clients in any circumstances.

#### ❖ Re-organizing the Process

We provide you complete assurance to re-organize the search process in case the selected candidate is terminated from the organization within the mutually agreed time period.

Our team is fully equipped with industry-specific expertise and domain experience to provide comprehensive placement



assistance for clients. We support clients in diverse business domains such as :

- ❖ Accounting & Finance
- ❖ Administration
- ❖ Infrastructure, Construction & Engineering
- ❖ IT and Telecommunications
- ❖ Medical & Legal
- ❖ Oil & Gas
- ❖ Production
- ❖ Retail / FMCG
- ❖ Procurement & Commissioning
- ❖ Sales & Marketing
- ❖ Healthcare
- ❖ Manufacturing and many more...

### **Outsourcing Services**

We offer broad range of Outsourcing Services for employers. Our services are aimed to fit into their existing operational, business and organizational frameworks, workplace environment and production expectations.

When you are looking forward for total support to address all your overseas placement needs, think of Placewell. Our exemplary success is the proof of our domain expertise and thought-leadership in this domain. Today, we are indeed proud that top-in-class corporate organizations in Gulf, African, European and other global regions totally rely on us to place the skilled workforce.

Our Outsourcing Services include :

#### **Conducting Trade Testing**

Today assessing the skill level and proficiency in a typical kind of trade or in specific technical competency is very crucial. In this regard, overseas recruitment agencies cannot take chance in recruiting technical personnel without proper testing. To address, this challenge, we have developed state-of-the-art Trade Testing Center at Visakhapatnam, Andhra Pradesh. This Trade Testing Center is useful in identifying and evaluating technical talent under the supervision of technical team of observers and experts.

#### **Medical Tests**

We help the provisionally selected candidates to undergo Health tests and physical fitness tests that are mandatory by Embassy approved clinics / hospitals / medical test agencies / diagnostic centers / recognized doctors. Only on successful completion of these tests and upon satisfactory medical conditions / physical fitness as prescribed by the clients, candidates are considered / finally selected.

### **Visa Processing**

We provide total support in visa processing for all the selected candidates. Our special team of Visa Processing coordinators helps candidates with all required documentation support, advisory services, etc. based on the Visa mandatory rules, immigration laws and statutory regulations.

### **Travel Help Desk Support**

Placewell has an exclusive Travel Help Desk Support team with :

- ❖ Skilled and qualified support executives
- ❖ Total support for effective search of travel and accommodation facilities
- ❖ Faster and effective problem resolution for effective travel planning
- ❖ In-depth internal procedures and processes for effective travel management
- ❖ Effective on-call support for update on information
- ❖ Easy facility for ticket / accommodation reservations and ticketing
- ❖ Customized services based on time and budgetary constraints

### **Why Placewell**

Placewell is different in its approach, mission and outlook. We are known for following distinctive value propositions :

#### **Quality**

At Placewell, we emphasize on Quality in every phase of service delivery. We ensure to serve our clients with enduring quality starting from search strategy to devising selection process, from finalizing the roles and responsibilities of each job opening to making job descriptions, from constituting the team of interviewers to conducting interviews and other related support. The feedback collected from them is considered as the basis for improving our quality from time-to-time. We adopt world-class best practices within the industry, emerging trends and technologies.

#### **Placewell Advantage**

At Placewell, our team possesses the following :

- ❖ Extensive talent pool of skilled professionals with industry-driven expertise
- ❖ Continually developed comprehensive database of qualified professionals
- ❖ Enduring relations and strategic alliances with likeminded counterpart organizations to share and exchange information
- ❖ Enabling operations using web based interface for quicker and smarter information management



- ❖ Successful track record performance in all the regions we provide overseas recruitment services

#### **Technical Expertise**

Our team has many decades of collective experience in diversified placement and recruitment services. Today, Placewell is recognized as one of the leading Indian based overseas recruitment agency across Gulf, African and European regions for its unparalleled recruitment and selection methodologies.

#### **Diversified Footprint**

With rich industry experience, Placewell has spread its presence across global regions like Gulf covering countries like United Arab Emirates (UAE), Kuwait, Qatar, Sultanate-of-Oman, Bahrain, Saudi Arabia, Yemen, etc., African region covering countries like Libya, Tanzania, Kenya, Uganda, Nigeria, Ghana, Ethiopia, Zambia, Sudan, etc. and few countries in European region.

#### **3P Mission**

At Placewell, our main mission is to help employer by Placing People Perfectly with them. We set ourselves with higher standards and strictly adhere all industry related quality standards and benchmarks. We emphasize on offering right HRD solutions with right approach, for right openings at right time. At Placewell, we have developed rich pool of resource bank to address the recruitment needs of diverse industry verticals.

### **Our Focus**

#### **Customer Satisfaction**

We emphasize on speed, dependability, reliability and efficiency. Customer satisfaction is the ultimate goal. Our distinctive working models and tireless efforts enable us to select and place the most suitable candidates with the clients' organizations across the globe.

Our team gives top priority to render the best services according to unique requirements of the clients. We use our in-depth market insights and comprehensive research methodologies to cater their needs.

#### **Unique Process**

Placewell HRD Consultants have adopted advanced recruitment process that addresses the three aspects such as :

- ❖ **Benchmarking**

We adopt the industry's best benchmarks to select right candidate with right qualifications, skills required and the experience essential for each job opening and check the same with candidates' databank.

- ❖ **In-depth Interviews**

We use in-depth Interviews to assess technical, professional, managerial, psychological, emotional and mental skills of the candidates and explore their aptitudes, talents, preferences, etc. to specific requirements.

- ❖ **Screening the Profiles**

Our team emphasizes on selecting the right profiles with right skills and right attitude to help clients effectively.

### **Our Process**

#### **Search Process**

Our distinctive talent search process ensures total responsibility for our clients. We strive to offer overseas recruitment services to get the right talent onboard for our clients. Our team supports clients in analyzing job requirements and formulates job roles and responsibilities, finalizes Job Descriptions (JD) and prepares eligibility criteria for each of the job position.

Our search process includes seeking suitable profiles using online job databases, executive references, shared databases from strategic associates, etc. We adopt the advanced search criterion to match the job needs with existing talent.

#### **Planning Process**

We plan to conduct different levels of interviews and screening tests to gauge the candidate's skills and experience. We have with us the well-developed databank for searching profiles based on the job requirements and clients' unique needs.

#### **Sourcing Process**

Our team works in tandem with our valued clients to gauge their current and future requirement and accordingly maintain the inputs for further reference. We train our team of recruiters on advanced technologies and selection tools. We conduct interviews for candidates using advanced tests to assess their technical knowledge, aptitude and attitude.

Apart from technical skills, we also assess their performance using various psychometric tests to gauge their experience and job performance to place them with clients accordingly.

#### **Grooming Process**

After detailed testing, we train candidates with required technological and soft skills as per requirements of clients (if required). Thus, we make them to face career challenges effectively.

#### **Recruitment Process**

After all mandatory tests, interviews and norms, we deploy candidates with the clients on permanent, temporary, project and contract basis. We also assure guaranteed service so that, in case any of the candidates is terminated within the mutually agreed time period, we provide the replacement totally at free of cost.



## Quality Policy

We follow overseas recruitment sector standards with total quality control in each stage of selection process. We acquire skilled profiles from the profile databank and other strategic associates, national and international information resources, etc. using selection processes, screening techniques, interviewing methods and trade testing processes.

We strictly adhere to industry related information and statutory guidelines in procuring, storing and using profiles based on client's requirements. We maintain the highest quality standards and adhere to timely profile evaluation standards. Thus, we have accomplished leadership position and competitive edge in this sector.

### Mandatory Approvals

As part of associating with each client / employer, we sign a Memorandum of Understanding (MoU) with them. Thus, we become official / authorized overseas recruiter for them based out in India. Thus, we meet the standards in all the phases of overseas placements. Our core management team supports the other teams in adhering to world-class standards in planning, execution and delivery. This approach helps us to focus on innovation in services, adopts and integrates in into work processes.

### Quality Check and Assurance

We adopt the following quality check and assurance methods :

- ❖ Maintaining the stringent quality norms at every level of services and operations
- ❖ Checking the our selection processes at various stages of recruitment
- ❖ Training all the staff to be more quality-conscious
- ❖ Documenting the Quality standards, Quality Policies, Quality Objectives, industry benchmarks and specifications
- ❖ Monitoring or quality by special team of technical experts
- ❖ Adopting multipronged approach to eliminate all the flaws related to various placement processes

## Clients

We serve clients across the globe in the following business sectors :

- ❖ Infrastructure Development
- ❖ Fabrication & Erection Industry
- ❖ Oil and Gas, Transmission Pipeline Plants
- ❖ Electro Mechanical Plumbing Companies
- ❖ Marine Engineering
- ❖ Petrochemical Industry
- ❖ Power Generation and Distribution
- ❖ Telecommunication
- ❖ Road and Highway Construction
- ❖ Seaport and Shipping Industry
- ❖ Sewage Treatment Plants
- ❖ Water Treatment Plants
- ❖ Airline
- ❖ Computer Software and Hardware
- ❖ Diary
- ❖ Education Institutions
- ❖ Electronic Industry
- ❖ Fertilizer Plants
- ❖ Retail
- ❖ Finance
- ❖ Hotel Industry
- ❖ Procurement and Commissioning
- ❖ Sales and Marketing
- ❖ Healthcare and Hospitality
- ❖ Manufacturing
- ❖ Production
- ❖ Administration
- ❖ Logistics



## Placewell HRD Consultants

Indian HRD Resources for the World

### Placewell HRD Consultants

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