



# JOB SEEKER SERVICES

[www.manpowersrilanka.com](http://www.manpowersrilanka.com)

# Corporate Information



<b>Company Name</b>	: Manpower Lanka Solutions (Pvt) Ltd.
<b>Trade Name</b>	: Manpower Sri Lanka.
<b>Registered Address</b>	: 12A Ridgeway Place, Bambalapitiya, Colombo 04. Sri Lanka.
<b>Banking Relation</b>	: Hatton National Bank PLC.
<b>Business Registration No.</b>	: PV 00236961
<b>Company Legal Type</b>	: Private Limited



## About us

In Sri Lanka's dynamic job market, Manpower Sri Lanka stands as the seasoned hand that adeptly meets the nation's employment demands. With a wealth of experience, we are the trusted partner for jobseekers and placement services, simplifying the job search and placement process. This proficiency allows individuals to channel their complete focus into achieving their career goals. Our profound understanding of the local job landscape has earned us a coveted reputation for skillfully connecting job seekers with opportunities that span the entire country. At Manpower Sri Lanka, experience and demand converge to create pathways to success for job seekers and businesses alike.



## Our Commitment

At Manpower Sri Lanka, we are committed to elevating your jobseeker experience through three foundational pillars: your contentment, unwavering adherence to industry standards, and operational efficiency. Our goal is to provide jobseeker services that are not just relevant but tailored to your distinct needs. Backed by a dedicated team of professionals, we ensure that your job search journey is reliable, hassle-free, and marked by excellence at every turn. We steadfastly stand by our promise to provide unwavering support as you navigate your unique career path. Your success is our commitment at Manpower Sri Lanka.

## Our Mission

Our mission is to empower job seekers by simplifying the complexities of the job market. We aim to eliminate obstacles that often hinder a successful job search, allowing you to concentrate on achieving your career aspirations. We take it upon ourselves to navigate the intricacies of job placement, ensuring a smooth transition in your career path.



## How We Work?

### Consultation and Needs Analysis

We kickstart each engagement with a comprehensive consultation to understand your specific job search needs and career goals. This analysis forms the foundation for a customized job search strategy.

### Tailored Solutions

Building upon our consultation, we craft a personalized job search plan aligned with your career objectives. This includes resume development, interview preparation, and job matching.



## How We Work?

### Seamless Implementation

Once you approve the customized plan, we initiate a seamless implementation of our job seeker services. Our collaborative approach involves working closely with you to guarantee a hassle-free job search process.

### Ongoing Support and Optimization

Our dedication goes beyond job placement. We offer ongoing support, adapting to evolving career needs, ensuring compliance with industry trends, and fine-tuning your job search strategy for maximum efficiency and success.



## Why Choose Us

- Multi-Sector Proficiency
- Discovery and Needs Assessment
- Customized Job Search Plans
- Efficient Implementation
- Concierge-Level Support
- Continuous Improvement
- Post-Placement Support
- Feedback and Evaluation
- Decade-Long Experience
- Flexible & Affordable



## Our Services

- CV Writing Services
- Interview Preparation and Coaching
- Job Matching and Placement Assistance
- Career Guidance
- Cover & Video Resumes





## Our Clients



## CV Writing Services

In the competitive realm of jobseekers and placement services, your CV is your calling card. Manpower Sri Lanka offers expert CV writing services, meticulously crafting resumes that unlock doors to new opportunities. Our approach involves delving deep into your career history, extracting your strengths, and presenting them in a compelling format that catches the eye of prospective employers. With over a decade of experience, our professional CV writers understand what it takes to make your CV shine. Partner with Manpower Sri Lanka to ensure that your CV is not just a document but a powerful tool that opens doors to your dream career.

## Interview Preparation and Coaching

A successful interview is your gateway to landing the job you desire. At Manpower Sri Lanka, we offer Interview Preparation and Coaching services to ensure that you are well-prepared and confident during the interview process.

Our experienced coaches provide one-on-one coaching sessions tailored to your specific job interview. We simulate real interview scenarios, helping you practice and refine your responses. Learn effective interview techniques, including how to answer common questions, showcase your skills, and handle behavioral and situational interviews. Boost your confidence by gaining insights into interview etiquette, body language, and communication skills. Our coaching empowers you to present yourself as the ideal candidate. Our support doesn't end with coaching sessions. We are here to address any questions or concerns you have before and after your interviews.

Prepare for success with Manpower Sri Lanka's Interview Preparation and Coaching services, ensuring you make a lasting impression on potential employers.

## Job Matching and Placement Assistance

Finding the right job can be a daunting task, but with Manpower Sri Lanka's Job Matching and Placement Assistance, your job search becomes more efficient and effective. We analyze your skills, qualifications, and career goals to match you with job opportunities that align with your aspirations. Gain access to a vast network of employers and job openings, increasing your chances of finding the perfect job. And by assisting you in preparing job applications, ensuring that your resume and cover letter are tailored to each position.

Once you've secured an interview, we help with interview scheduling and provide guidance on how to prepare and our support continues even after you've secured a job, ensuring a smooth transition into your new role.

Let Manpower Sri Lanka assist you in your job search, making the journey to your ideal job a smoother and more successful one.



## Career Guidance

Effective career guidance is the compass that leads you to triumph in the expansive landscape of jobseekers and placement services, Manpower Sri Lanka's career guidance services are meticulously designed to be your navigational tool in achieving your professional dreams. Our experienced career advisors provide more than just advice; they offer a strategic partnership, helping you uncover your strengths, identify your passions, set clear objectives, and establish a road map to realize your ambitions. With over a decade of experience, we have mastered the art of career guidance to empower job seekers like you to make informed choices and embark on a journey to triumph in today's dynamic job market. With Manpower Sri Lanka, your career's success story begins here.

## Cover & Video Resumes

In the digital era of jobseekers and placement services, traditional CVs have evolved. Manpower Sri Lanka introduces Cover and video Resumes, a dynamic way to showcase your qualifications and personality. Our innovative approach helps you stand out in a competitive job market. A Cover Resume combines a traditional CV with a personalized cover letter, while a Video Resume allows you to introduce yourself through a brief video presentation. With over a decade of experience, we understand the significance of presenting yourself memorably. Partner with Manpower Sri Lanka to elevate your profile and make a lasting impression on potential employers.





## Contact us

**Manpower Lanka Solutions (Pvt) Ltd**

#19, De Vos Avenue, Bambalapitiya,  
Colombo 04. Sri Lanka.

Astoria Tower 03, 9th Floor,  
422 R.A De Mel Mawatha,  
Kollupitiya, Colombo 03. Sri Lanka.

Hotline : +94 777 337 512

Telephone : +94 112 372 325 / +94 112 372 329

E-mail : [info@manpowersrilanka.com](mailto:info@manpowersrilanka.com)

Website : [www.manpowersrilanka.com](http://www.manpowersrilanka.com)

