



**PANDORA ENERGY INC**

**"A Manpower Services Company"**



## About Us

Pandora Energy Inc is an Indigenous Guyanese company established under the laws of Guyana, which is owned 100% by Guyanese nationals. The main focus of Pandora Energy Inc is the placement of well-trained personnel to be employed in the Oil and Gas/Energy Sector. Our Maritime Crew, Technical Personnel, IT Personnel, Accounting/Professional Recruits, Administrative, Logistics and Operations Personnel, and Onshore Staff are recognized and certified internationally.

Pandora Energy Inc was established in 2017. Our first big break came in June 2019 when we started with 15 employees. That number has since more than doubled. Pandora Energy Inc has recently engaged an external assessor from Panama to audit our systems for MLC 2006 certification. Pandora Energy Inc is known to be compliant under the Seafarers Recruitment and Placement Providers (SRPSP) and Regulation 1.4, Standard A1.4, and Guidance B1.4 of the Maritime Labor Convention (MLC) 2006.

With our main office and network of agents, we provide first-class services to all our clients.



**PANDORA ENERGY INC**

*"Powered by Guyanese"*



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## Recruitment Services

### Marine Crews

We provide crewing for PSV, MPSV, and FSV.

### Rig Crews

We provide Rig Crews from Drillers to Galley Hands.

### Onshore Staff

We are engaged in hiring professionals for executives, supervisors, and clerical staff for companies that have set up offices and are already operating in Guyana and are international providers of services. In this regard, headhunting for the most suitable candidates is necessary. Employers can depend on us for permanent, temporary-to-hire, and contract hire services. We look forward to becoming your trusted recruitment partner, whether you are seeking an individual or an entire team.

In accordance with international standards, this process is detailed in the MLC 2006 manual. Global organizations in this industry use the same processes we employ.

## Management of Human Resources

A crucial ingredient to your business' success is recruiting the right people, especially when handling critical employee issues, such as employee accommodations, harassment complaints, and terminations. As human resource solutions providers, we help businesses find the right fit.

According to relevant Acts of Parliament, our team manages all recruitment/hiring processes and manages all aspects of the preparation of remittances for income taxes and national insurance, leave, grievances, and all other work-related issues.



## Payroll Management

In addition to managing payroll, the company prepares and remits statutory deductions for each employee level. In this instance, we are using a professional firm affiliated with Pandora Energy Inc. Partnering with Pandora Energy Inc can help you regain valuable time and reduce costs while eliminating administrative errors, ensuring compliance, and reducing risk.

We are the payroll company you need if you want a company that will look after you. With years of experience and a commitment to building relationships based on trust, we take pride in the care we provide each client. Because we are local, we are readily available. Choosing the best solution for your business is easy with innovative solutions. Streamline your payroll processes with Payroll Management to return to work sooner. The best customer service is provided by real people.



## Work Permit Processing/EVOA

We have a strong track record in managing the work permit process, we have done so for multiple firms continuously. This includes preparation of the application for a work permit or landing permits, extensions, and file with the immigration department. Continuous monitoring and reporting on status of approval, uplift, and deliver to client.

Employment Visa On-Arrival (EVOA) are processed and Approved by the Ministry of Home Affairs, which includes all requirements.





## Meet and Greet / Assist Services

A sister company handles the transfer of personnel to Guyana, along with their transportation. A personal guide will assist you with your luggage and transport to and from the gate. We have Service Officers to assist you at the airport and with your process. Meeting and greeting services can include everything from shopping in the airport terminal to arranging a stay in the airport lounge.

A hassle-free and easy journey is guaranteed with us. Every passenger, regardless of their ticket class or airline, is eligible. Thousands of passengers rely on our airport services every year.

## Relocation Services

Managing the transition of personnel from various nationalities to Guyana is one of our responsibilities. Moving abroad is always accompanied by some uncertainty and concerns. Keeping in mind the safety of your items throughout your move, we offer several significant benefits based on the meticulous processes we developed. These advantages will help you to relocate as efficiently as possible.

Pandora Energy Inc's long history and efficiency make the company the first choice in shipping personal and complex cargoes. Shipping for a wide range of national and international institutions and companies. Your safety is assured.



## Training and Development

We have a system for training and development for persons in our employ and those under placement. A training needs assessment is first completed and then actioned. A measurement and monitoring system captures the effectiveness of skills transfer to personnel. Our methods ensure effectiveness. Pandora Energy Inc continuously assesses and discovers what else needs to be exercised to bring employees up to the optimum level of performance.

To achieve the big, shared finish line, we provide individual and group support at every step. Your organization needs to engage every member. Teams can easily come together to achieve a common goal with Pandora Energy Inc. View improvements in real-time and see where additional assistance may be needed. Dynamically update priorities each week so that teams know where they should focus. As a company leader, Pandora Energy Inc can help you drive the results that matter.



## Recruitment of Seafarers

Pandora Energy Inc is a provider of Onshore and Offshore Maritime Recruitment. Whether you're looking to fill one of the following positions, the company will provide you with exceptional workers for impeccable results.

### Marine Crew

- ☐ Dynamic Positioning Officers
- ☐ Chief Mates
- ☐ Deck Officers
- ☐ Able Bodied Seamen (AB Unlimited)
- ☐ Ordinary Seaman
- ☐ Riggers
- ☐ QMED, Oilers, Motorman
- ☐ Wipers
- ☐ Gallery Stewards
- ☐ Engineers
- ☐ Cooks
- ☐ And More

There are candidates available. Not only that, but we are pleased to help you find that qualified personnel to fill your requirements.







## Crew Changes

### Mobilization And Demobilization Of Offshore Personnel

WLGL will work with the Client to coordinate mobilization and demobilization of offshore personnel to and from the installation vessel at the work location. Our track record of operating to the highest industry standards has made us the preferred choice in the industry. We can mobilize quickly and enable safe and reliable crew change operations daily.

WLGL will assist in transportation and accommodation arrangements, making it easier, safer, and more efficient for end clients.

## Immigration Services

Here at Pandora Energy Inc, if you are a newcomer or experienced business executioner, we can help your International Business Venture flourish. We can provide you with direction, help foster communication and assist in obtaining your documents such as work permits, visas, or in-water activity permits. Pandora Energy Inc will provide you with all important dates and names of country-specific documents required to operate in Guyana.

We understand the importance of being fully certified and following all rules and regulations of Guyana. Pandora Energy Inc commits to ensuring you are protected with the correct documentation for your business. We commit to standing by you during your stay in Guyana to help build on your progress.



## Recruitment Services

We are committed to providing our clients with the highest level of service. Understanding the client's needs means taking the time to get to know them. Pandora Energy Inc has proven to be an indispensable resource for many large businesses. By identifying quality and reliable workers in the market, contacting them directly, obtaining their interest, and ultimately presenting them to our clients, our consultants are able to find and present the right candidates to our clients.

## Floating Drill Ship & Jack-Up Rig Crew

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Crane Operator                  | <input type="checkbox"/> Floor man           | <input type="checkbox"/> Radio Operator/Rig Clerk |
| <input type="checkbox"/> Assistant Crane Operator        | <input type="checkbox"/> Derrickhand         | <input type="checkbox"/> Motorman                 |
| <input type="checkbox"/> Electronic Technician Assistant | <input type="checkbox"/> Driller             | <input type="checkbox"/> Material Man / Rig Clerk |
| <input type="checkbox"/> Welder                          | <input type="checkbox"/> Operator: Drill Rig | <input type="checkbox"/> Safety Officer           |
| <input type="checkbox"/> Materials Coordinator           | <input type="checkbox"/> Roustabout          | <input type="checkbox"/> And More                 |
| <input type="checkbox"/> Materials Coordinator Assistant | <input type="checkbox"/> Assistant Driller   |   |
| <input type="checkbox"/> Medic                           | <input type="checkbox"/> Galleyhand          |   |
|  | <input type="checkbox"/> Assistant Cook      |   |
|  | <input type="checkbox"/> Camp Boss           |   |
|  | <input type="checkbox"/> Cleaners            |   |
|  | <input type="checkbox"/> DPO                 |   |

## Transportation Services

### Ground Transportation

As part of the WLGL ground transportation service, WLGL arranges ground transportation for all incoming and departing personnel and throughout their stay in the country via prior approved taxi services or buses.

### Air Transportation – Helicopters/Aircraft

Helicopters/Aircraft services are available with Pandora Energy Inc. Pandora Energy Inc offers safe and reliable air transportation in Guyana.

Private aircraft is available for emergency or on-call. We have partnerships with local airway companies for medivac and other emergency flight needs.

### Subcontracted Transportation Services

As part of its personnel logistics portfolio and Cargo movements, WLG coordinates transportation services for its clients.



## Why Pandora

We currently have a pool of over 100 candidates that are ready to be placed on-board vessels. All of the candidates are highly qualified and well-trained. If additional training is required, training is provided. Services in this area are not limited. The services we provide are considered essential by current employers in the shipping industry. Therefore, join forces with our team, and you're good to go. In every step you take, from initial advertisement services to ensuring a professional and successful crew, we are here to provide you with comprehensive services.

Before recommending an applicant for a specific vacancy, the agency must ensure the applicant is qualified for the position. We are your recruitment team. It's not just words we live by it is what we do every day.

- ☐ Recruitment Services
- ☐ Management of Human Resources
- ☐ Payroll Management
- ☐ Work Permit Processing
- ☐ Meet and Assist
- ☐ Relocation Services
- ☐ Training and Development
- ☐ Recruitment of Seafarers







## Testimonials

I have not worked with the other Crew other than Hemichand Morgan. But this crew you have on here now is Tops. All Professionals. Starting with Duane, Bryan, Hemi and Kenan they are showing the other younger guys such as Marlon the right way to do their job. They all are very professional and very Respectful and Always looking for Projects. They come to me and ask if I mind if they clean this or paint that. They are truly a pleasure to have on board. And I have only heard Positives about the other crew.

– Captain Billy Bouchillon

I would like to say after meeting the crews and speaking to everyone on the Harvey Power on my visits, it leaves a sense off appreciation to the highest order, Hats off to the Guyanese and the expert crew members for the all-around professionalism and dedication on our first cross-border operations. I have spent over 30yrs in the industry, working with all sorts of drilling programs and projects and to see a company that recognizes it's employees in such high esteem especially coming from our Captains, most definitely is always going to propel us Harvey Gulf into a greater future, Western logistics/Pandora Energy. Guyana future is in good hands.

– Thanks Again, Calvin Chin Sue

I would like to Recognize Marlon Nelson for his awareness of noticing something leaking out of 2 Cargo Boxes and not hesitating to report it to me. It turned out the boxes were sealed, marked Spontaneously Combustible and was indeed leaking oil, I cut the seals for inspection and found garbage bags full of oil absorbent pad saturated with oil leaking out of the box onto our deck If not for Marlons Recognition and Quick Response, the Problem would have been much worse with the heat of the sun heating and thinning the oil allowing it to seep onto our deck. So, a huge Thank You to Marlon for his quick actions.

– Thank You, Capt. Billy Bouchillon



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