



ALABUGA START

FOR PEOPLE FROM ALL OVER THE WORLD



WELCOME BOOK



COMPANY INFORMATION

SEZ ALABUGA KEY INDICATORS

Jan. 10, 2023



\$ 3.8 bln actually invested by residents



10 140 employees



\$ 1.8 bln residents revenue



67 total amount of residents



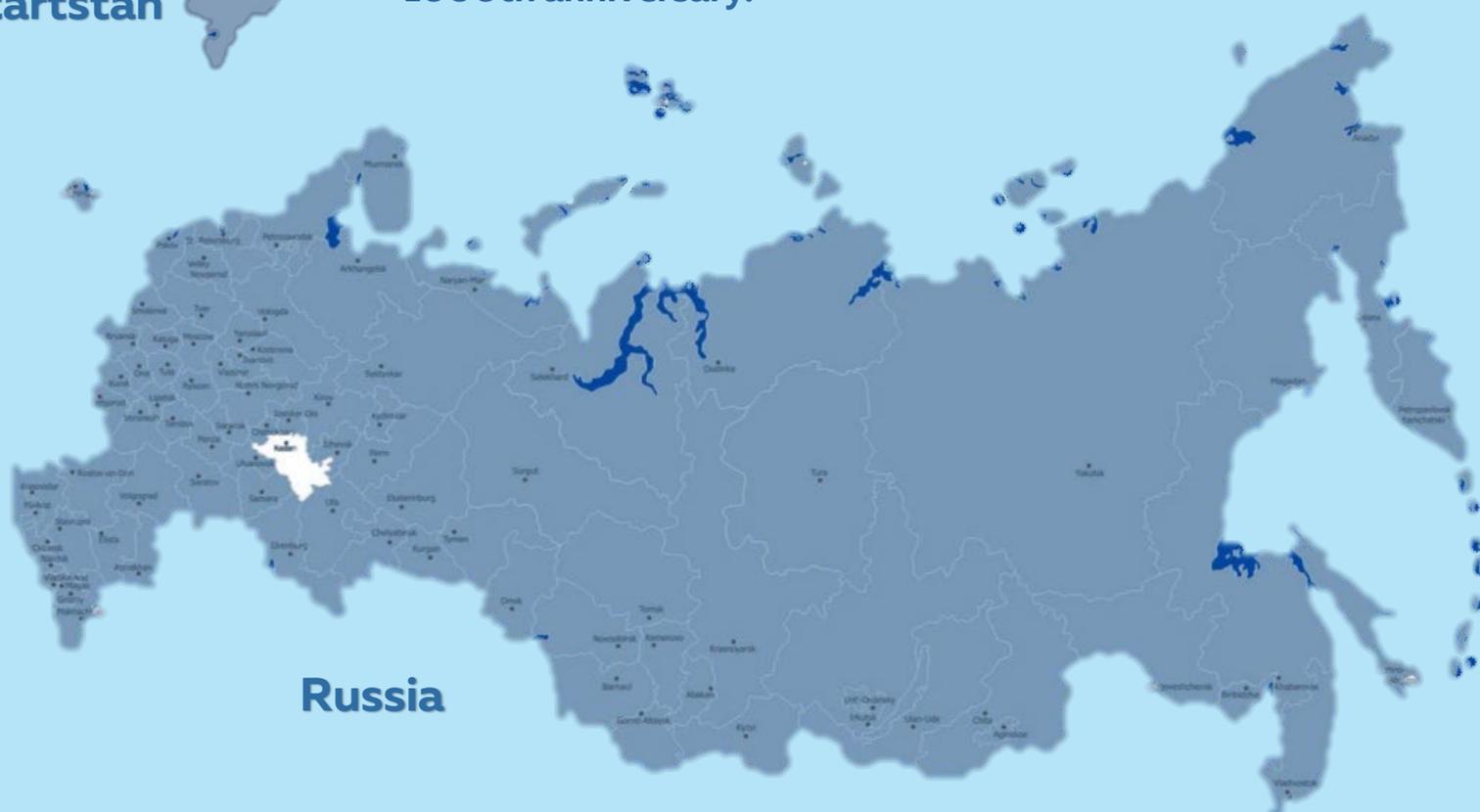
SEZ ALABUGA RESIDENTS

Alabuga is a special economic zone of an industrial and production type located in a 20 km² area in the Yelabuzhsky District of the Republic of Tatarstan in the Kama Innovative Territorial Production Cluster 10 km from Yelabuga, 210 km from the regional center – Kazan. The shareholders of the management company of the SEZ "Alabuga" are the Russian Federation through the JSC "Special Economic Zones" with 100% state participation (66%) and the Ministry of Land and Property of the Republic of Tatarstan (34%).

As of 2016–2017, "Alabuga" is the largest and most successful special economic zone of industrial and production type in Russia.



The capital of the republic is the city of Kazan with a population of over 1.1 million. In 2005, it celebrated its 1000th anniversary.





SEZ ALABUGA RESIDENTS



67 total amount of Residents
33 functioning manufacture enterprises



Huhtamaki

SARIA

ИНТЕРСКОМ

kastamonu
RF / Tatarstan

SAINT-GOBAIN

Air Liquide
creative oxygen

ДЖОШКУНОЗ
АЛАБУГА

Armstrong

Белая Дача

HAVI

avgust
crop protection

HAYAT

drylock
TECHNOLOGIES

ROSATOM

A Plus
Development

P-D TATNEFT
FERNKOLAS

3M

PIPELINE EQUIPMENT



ALABUGA START

“ALABUGA START” training program for foreigners was launched in 2022. As part of the program, 24 participants from Latin America and the Caribbean, Africa, South-East Asia, the Middle East have been competitively selected to take part. In 2023, the HR Department of SEZ “ALABUGA” initiates another selection of applicants from these countries in the amount of 2,914 people for the following professions:

1. Logistics
2. Service and Hospitality
3. Catering Industry (Food service)
4. Production Operator

The program provides a financial allowance, preferential accommodation in a comfortable hostel and covers the cost of flight. Throughout the program, participants will be simultaneously gaining practical work experience, learning the Russian language and the history of Russia. At the successful completion of the program, participants will have a work experience up to four years and receive a certificate confirming competencies.





ENROLLMENT REQUIREMENTS

Travel

SEZ ALABUGA is responsible for arranging a trip travel from the home country to Russia. Participants cannot make their own travel arrangements nor alter itineraries planned by SEZ ALABUGA.

Personal travel during the Program is the sole financial responsibility of the Participant. SEZ ALABUGA assumes no responsibility or liability in whole or in part for any airline, transportation, or lodging accommodations related to personal travel.





FINANCIAL PROVISIONS AND BENEFITS

Travel



Age limits

The Program is open to females between the ages of 18 and 22.



Education

Participants must have completed 9 grades (secondary school according to the Russian educational system).



International Passport

By the start of the program the Participant must have valid international passport. If there is no passport yet the Participant should apply for it during application period so it is ready by the time the Participants enters the Program.



Miscellaneous

The Program does not provide for costs of international passports, immunizations required to travel to the Russia, pre-program medical exams, or other personal costs incidental to travel abroad.

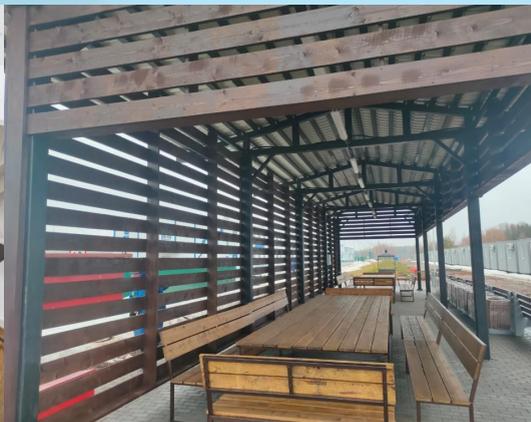


FINANCIAL PROVISIONS AND BENEFITS

Accommodation

SEZ ALABUGA provides accommodation that comes furnished and equipped with high-speed Internet and all appliances necessary for a comfortable stay at a low price.

The area is secure with face ID access system. SEZ ALABUGA offers a variety of recreational and sports infrastructure, like a barbecue area, a football field, volleyball and basketball courts, as well as an area with outdoor fitness equipment.



<https://drive.google.com/file/d/10BVuTzJuiSYrGye3ZCgYI94OrLdrSG2Q/view?usp=sharing>





FINANCIAL PROVISIONS AND BENEFITS

Allowance

The Participant at the application stage has the opportunity to choose a priority work program.



Each Participant will be assigned a placement at SEZ ALABUGA Residents according to her/his abilities, interests, academic background, Russian language ability, and field of study. Additionally, the Participant shall get specialized training in the Russian language, robotics, and industrial programming.

**Starting Monthly allowance
for the Participant
is 60 000 rubles**





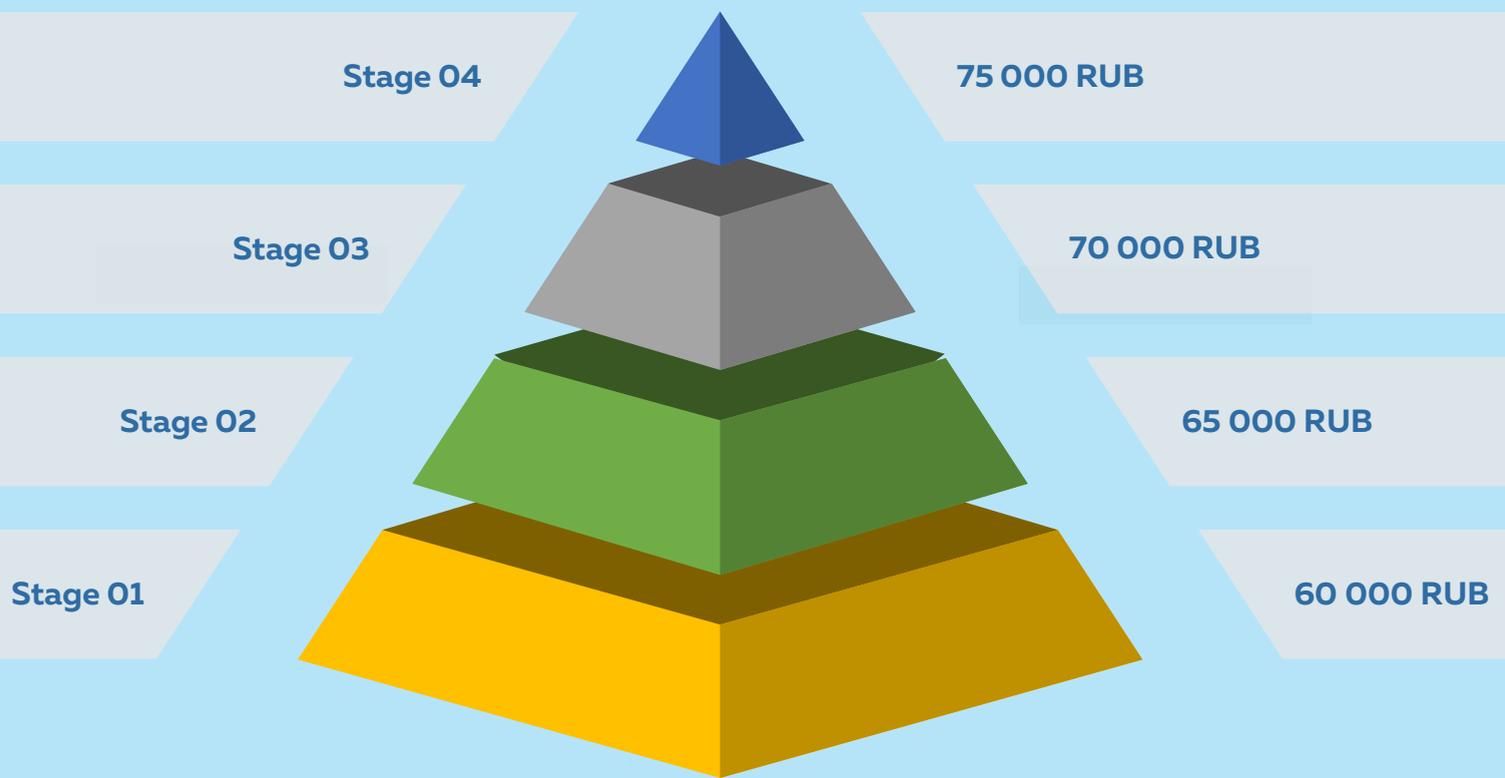
FINANCIAL PROVISIONS AND BENEFITS

Allowance

Promotion within 4 years is a great opportunity to grow in the career and increase earning potential. Starting with a salary of 60 000 RUB (Stage-1), it is possible to achieve promotions that can lead to a salary increase of up to 15 000 RUB.

The first promotion happens after the first year, with a salary increase up to 65 000 RUB (Stage-2), after the second year – 70 000 RUB (Stage-3), third year – 75 000 RUB (Stage-4).

Promotion within 4 years is not only about increasing one's salary but also about gaining new skills and knowledge. Those who are promoted are usually given more responsibilities and challenges, which can help them develop their skills and prepare them for even higher positions in the future.





FINANCIAL PROVISIONS AND BENEFITS

Income Tax Liability

Participant on a regular work visa who works up to 6 months in Russia and then leaves the country must pay income tax at a rate of 30%.

However, if the Participant becomes a tax resident by staying in Russia for more than 183 days in a period of 365 days, the participant can file for reimbursement of the 17% income tax overpayment with the Russian tax authorities.



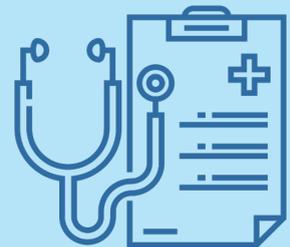


THE REQUIRED PROGRAM COMPONENTS

Medical Check-Up

Before the arrival to Russia

1. Vaccination Card
2. Health Certificate (no chronic diseases)
3. HIV Certificate (negative)



After the arrival to Russia, the Participant must undergo a similar medical examination. If a positive test for drugs, HIV / AIDS, syphilis, hepatitis is detected, the Participant is excluded from the Program, with no possibility of re-enrolling in the Program.

All expenses incurred by SEZ ALABUGA for this Participant will have to be paid by the Participant herself.

Medical Insurance

SEZ ALABUGA will enroll Participants in the medical insurance coverage. Medical insurance is provided at no cost to Participants for the duration of the Program.

Personal medical check-ups during the Program is the sole financial responsibility of the Participant.



PROGRAM APPLICATION



1. Fill out Application Form / CV on alabugastart.ru

Incomplete forms (no photo, empty fields etc.) will be ignored.



2. Join [@AlabugaStart!](https://www.instagram.com/AlabugaStart)

Stay tuned to get Program updates.



3. Register on the HR-platform Pass the simulation and score the points.



4. Learn 100 Russian words



5. Pass online interview

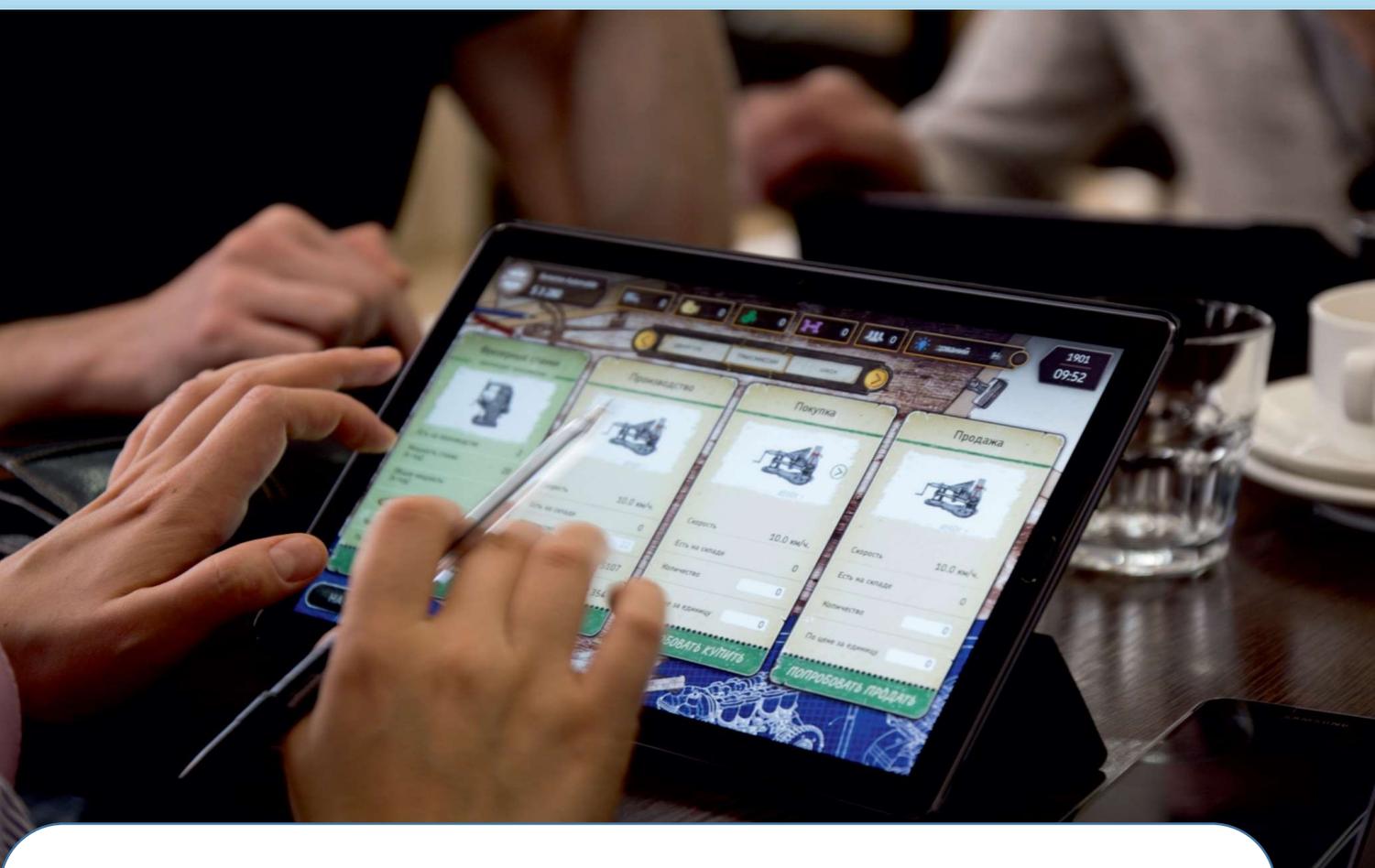




CORPORATE EVENTS

Simulation

All Participants are required to take part in corporate activities to learn more about SEZ ALABUGA work culture and career development



Business Cats is a team-based multiplayer game where players are combined into teams. The game allows to assess such competences as: analytical level; negotiation level; strategic thinking; teamwork skills; delegation and control of tasks; learning ability; risk and opportunity management.





CORPORATE EVENTS

Sports



 алабуга

Stay healthy with corporate sports games!



WORK PROGRAMME

Logistics



Duration: 4 years

STAGE 1: SORTER

- Verifying work orders with corresponding item and batch numbers.
- Moving items that are ready for delivery.
- Loading stock onto delivery trucks, and reporting any damages to the supervisor.

STAGE 2: FORKLIFT DRIVER

- Loading, unloading and placing goods in the warehouse.
- Loading and unloading materials from a variety of vehicles.
- Moving pallet-packed materials around the site or storage facility.
- Checking loads are secure.
- Performing equipment checks and basic maintenance.
- Following written instructions and keeping records.





WORK PROGRAMME

Logistics



Duration: 4 years

STAGE 3: CONTAINER TRUCK DRIVER

- Transporting finished goods and raw materials over land to and from manufacturing plants or retail and distribution centers.
- Inspecting vehicles for mechanical items and safety issues and perform preventative maintenance.
- Planning routes and meeting delivery schedules.

STAGE 4: GANTRY CRANE OPERATOR

- Operate traveling overhead crane to lift, move, and position loads of raw steel material using a hook hoisting attachment.
- Loaded/Unload trucks safely using overhead cranes and/or mobile equipment.

FINAL RESULTS

RUSSIAN LANGUAGE PROFICIENCY CERTIFICATE

PROFESSIONAL TRAINING CERTIFICATE

A(III), B, C, D, E CLASS DRIVING LICENSE





WORK PROGRAMME

Production Operator



Duration: 2 years

STAGE 1: PRODUCTION LINE TRAINEE

- Performing simple repairs and maintenance of process equipment.
- Handling production equipment (e.g. operation, maintenance).
- Assembling and inspecting machinery parts.
- Monitoring product shipment.

STAGE 2: PRODUCTION LINE OPERATOR

- Setting up, monitoring, and maintaining machines and equipment used in production lines.
- feeding raw materials into machines, operating machines, making minor repairs, replacing parts, and testing finished materials for compliance.

STAGE 3: PRODUCTION LINE SUPERVISOR

- Operating production machinery.
- Carrying out quality control checks.
- Ensuring that products are produced to the highest standards.
- Meeting the required safety and quality standards.





WORK PROGRAMME

Production Operator



Duration: 2 years

STAGE 4: PROJECT MANAGER / PRODUCTION LINE HEAD

- Set up the assembly line and check equipment before beginning production.
- Delegate assembly line responsibilities at the beginning of each shift.
- Train new workers on their station in the assembly line.
- Give workers recognition and feedback throughout the shift.
- Assist workers when necessary.
- Address production issues if they arise.
- Update product records and note line issues at the end of each shift.
- Maintain a clean and uncluttered workspace.
- Make sure safety protocols are followed at all times.
- Notify management of any emergencies immediately.

FINAL RESULTS

RUSSIAN LANGUAGE PROFICIENCY CERTIFICATE

PROFESSIONAL TRAINING CERTIFICATE





WORK PROGRAMME

Service & Hospitality



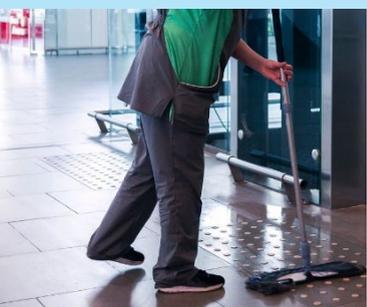
Duration: 2 years

STAGE 1: CLEANER OF PUBLIC AREAS

- Sweeping, mopping and vacuuming floors, dusting countertops, ceilings and furniture and sanitizing bathrooms, kitchens or other public areas.
- Mowing lawns, sweeping walkways, emptying trash, planting flowers.
- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.

STAGE 2: MAID

- Timely and high-quality cleaning of residential areas.
- Cleaning and tidy all areas to the standard cleanliness within time limits.
- Delivering excellent customer service.
- Creating daily job lists and recording all serviced rooms.





WORK PROGRAMME

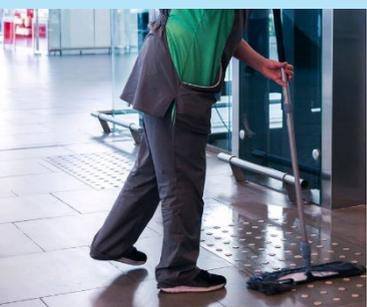
Service & Hospitality



Duration: 2 years

STAGE 3: SUPERVISOR

- Supervising a team of staff.
- Ensuring staff are managed efficiently and meet targets.
- Servicing hospitality meeting rooms within agreed timescales.
- Ensuring your areas of work are kept clean throughout the day.
- Completing all meeting room set-ups and clearing requests on schedule.
- Completing and following all company mandatory health and safety requirements and company training within your department.
- Training all other departments within the unit to cover unscheduled absence.





WORK PROGRAMME

Service & Hospitality



Duration: 2 years

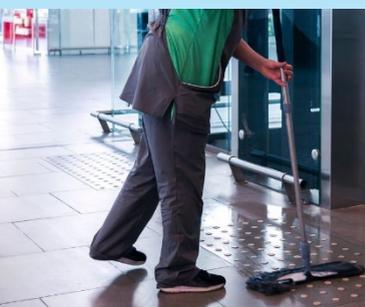
STAGE 4: ADMINISTRATOR

- Maintaining office services by organizing office operations and procedures, preparing payroll, controlling correspondence, designing filing systems, reviewing and approving supply requisitions, and assigning and monitoring clerical functions.
- Providing administrative and clerical support to all department managers. Attending weekly meetings and distributing the minutes, answering phones, compiling data and analysis.

FINAL RESULTS

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PROFESSIONAL TRAINING CERTIFICATE





WORK PROGRAMME

Catering Industry (Food Service)



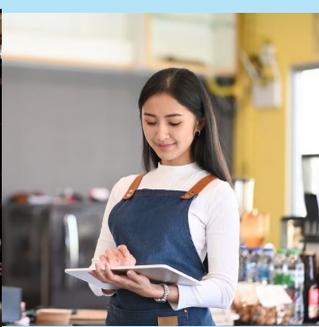
Duration: 2 years

STAGE 1: KITCHEN WORKER

- Clean and sanitize dishes, cookware, and utensils.
- Clean and sanitize food preparation work stations.
- Assist in the food preparation process by cutting, chopping, slicing, and washing vegetables, meats, and other ingredients.
- Follow all food health and safety requirements.

STAGE 2: WAITER

- Greet customers and hand out menus.
- Take meal and beverage orders from customers and place these orders in the kitchen.
- Make menu recommendations and inform patrons of any specials.
- Deliver meals and beverages to tables when they have been prepared.
- Check that customers are satisfied with their meal.
- Prepare the bill for tables when requested.
- Cash up bills and ensure that the correct amount has been paid.
- Administer change to tables if needed.





WORK PROGRAMME

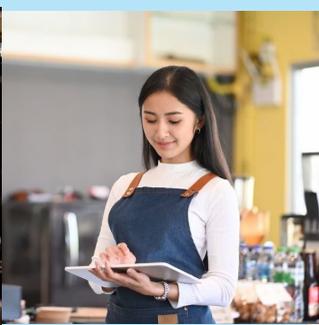
Catering Industry (Food Service)



Duration: 2 years

STAGE 3: BARISTA

- Welcoming customers, informing them about specials or new items, answering questions, and accepting orders and payments.
- Preparing foods, such as sandwiches or baked goods, and grinding and blending coffee beans, brewing coffee and tea, and serving items to customers.
- Packaging food and beverages for sale.
- Selling coffee and tea blends and brewing equipment, highlighting the differences between items, and educating customers about brewing methods.
- Cleaning and restocking work and dining areas, emptying trash and sanitizing equipment and utensils.
- Learning about brewing methods, beverage blends, food preparation, and presentation techniques to improve food quality.
- Updating signage and displays to attract customers.
- Taking inventory and replenishing items in display cases, at tables, or behind the counter.
- Working as part of a fun, high-energy team.
- Adhering to all food safety regulations and quality controls.





WORK PROGRAMME

Catering Industry (Food Service)



Duration: 2 years

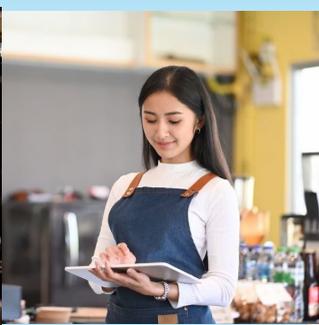
STAGE 4: CHEF

- Ensuring that all food is of excellent quality and served in a timely manner.
- Planning the menu, keeping in mind budget, and availability of seasonal ingredients.
- Overseeing all kitchen operations.
- Coordinating kitchen staff, and assisting them as required.
- Training staff to prepare and cook all the menu items.
- Taking stock of ingredients and equipment, and placing orders to replenish stock.
- Enforcing safety and sanitation standards in the kitchen.
- Creating new recipes to keep the menu fresh.
- Keeping up to date with industry trends.
- Receiving feedback and making improvements where necessary.

FINAL RESULTS

RUSSIAN LANGUAGE PROFICIENCY CERTIFICATE

PROFESSIONAL TRAINING CERTIFICATE





ALABUGA START



Join Us!