



A Complete HR Firm

Company Profile

We are a leading HR management consulting firm offering end to end professional service in the three business critical areas of Talent Acquisition, Talent Development and HR outsourced services.

As a Professionals we offer service under which an employer can outsource employee management tasks, such as Human Resources Administration, Employee Benefits, Healthcare Support, Payroll Administration, employee benefits recruiting, training and development and much more.

Using our services enable clients to cost-effectively outsource the management of human resources, employee benefits, payroll and workers' compensation.

CORE VALUES

- **Perfection:** We always seek to improve and innovate. We are here to delight our clients in everything what we do.
- **Professionalism:** We follow the best practices in the industry, which keep us alive in business.
- **Empowerment:** We care our stake holders & be with them in their success in to achieve their goals.
- **Excellence:** We always look out for continuous improvement of our approach & also maintaining the standards of our services.
- **Integrity:** We are committed to deliver the right resources, by keeping our promise alive in terms of sincere & fair in business.
- **Transparency:** We keep the transparency & straight forwardness by maintaining good relationships with an individual, stake holders and customers.
- **Trust:** We value our relationship with our clients.

ABOUT TEAM

Pankaj Saxena

CHIEF MENTOR

PROFILE- Earlier head of training of leading 5 star hotel for more than a decade and headed BD of Mafoi (now Ranstaad), Rajasthan. With vast exposure in online and TV (live) career counselling, Motivational session in MBA and Engineering colleges and leading manufacturing houses.

Varun Sharma

MENTOR

PROFILE- Seasoned Hospitality Operations Manager with wide experience in Training and Man Management and Motivational activities.

CLIENTELE

- TRAINING
- Hotel and Hospitality Training
- *ITI Switzerland – Luzern, Switzerland based Hotel School*
- *Day's Inn Learning Center- AHLA Educational body*
- *Chokhi Dhani Resorts.*
- *Arya Niwas- 3 Star Hotel in Jaipur*
- Customer Relation Management Training
- *Akiko Callnet- Call Center Training Institute*
- *Dwarkas- Upcoming Jewelry Brand*
- *Day's Inn Learning Center- Ahla Educational Body*
- *Arya Niwas- Well Known Hotel Chain*
- *Chokhi Dhani Resorts*
- Personality Development Training
- *University of Rajasthan*
- *Officer's Training Campus, GOI*

CLIENTELE

- TRAINING
- Bhartiya Vidya Bhawan
- *Mico Bosch*
- *Tata Infotech Computers*
- *Aptech Computers*
- *Doordarshan –Career Talk*
- Rajasthan Patrika- Entrepreneurship Development
- *Bhaskar TV- Career Talk*
- *Deptt. of Small Scale Industries(SISI, GOI)*
- *ICFAI- ISB & Magnus*
- *Arch Institute of Fashion Technology*
- *Speakwel institute of English Language*
- *IIM- MBA Institute*
- *IIMS- MBA Institute*
- *MGPS- Girls School for Training the Teacher*

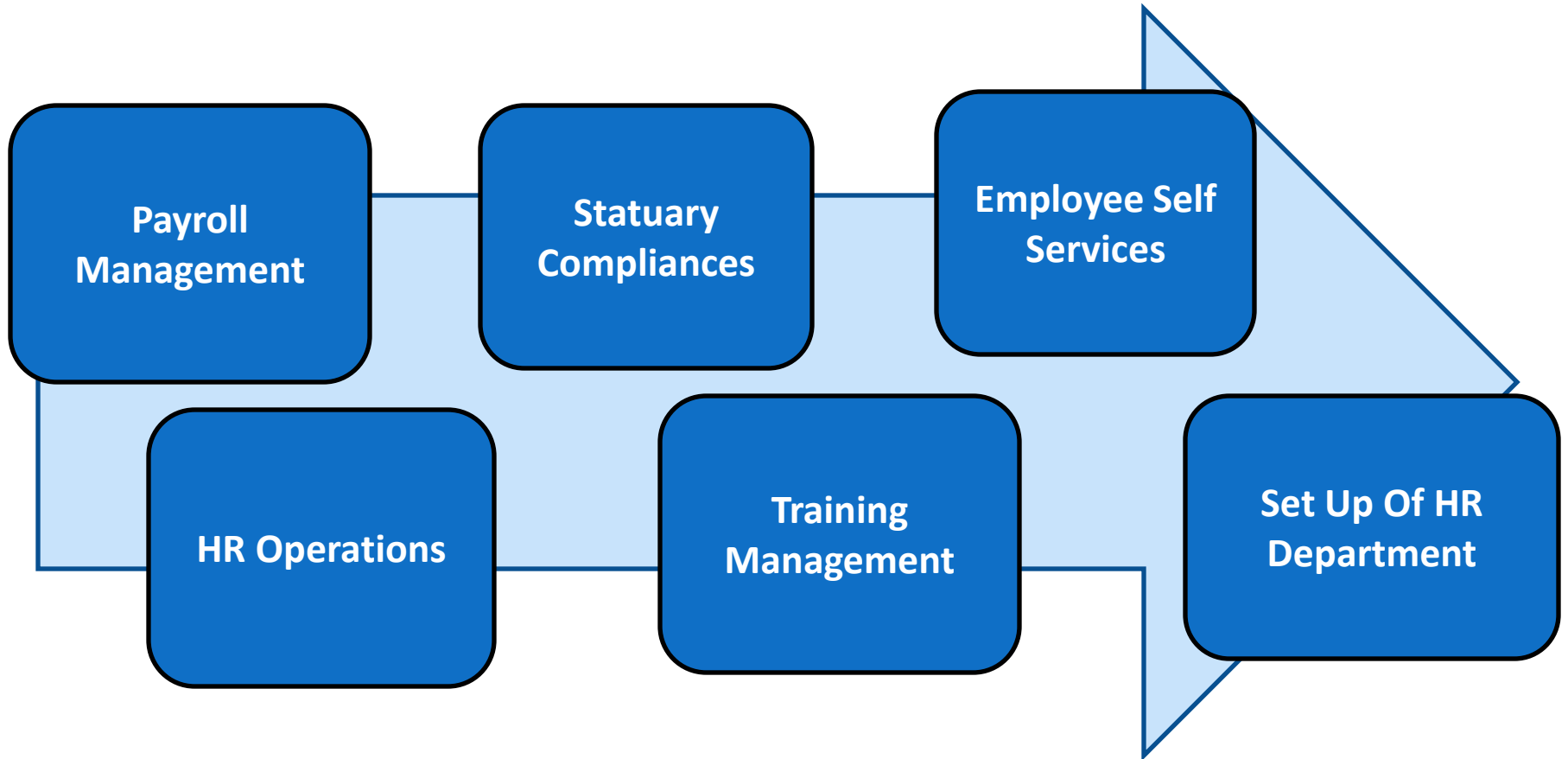
TRAINING TOPICS HANDLED

- Topics Handled
- CORPORATE / HOSPITALITY AND ITES TRAINING MODULES
- **Customer Relation Management**
Customer Relationship management
- Customer Handling Skills
- Customer Care & Satisfaction
- Telemarketing
- Burnout
- Time Management
- Telephone etiquettes
- Burnout & Stress management
- **Personal Effectiveness Training**
About Punctuality
- Documenting Data and Making Reports
- Setting up rules and regulations
- Over all supervision.
- Motivations, interpersonal skills.
- Personal effectiveness
- Time management
- Interpersonal skills
- Team building
- Creativity
- Presentation skills
- Communication skills
- Leadership skills
- Conflict management
- Planning skills
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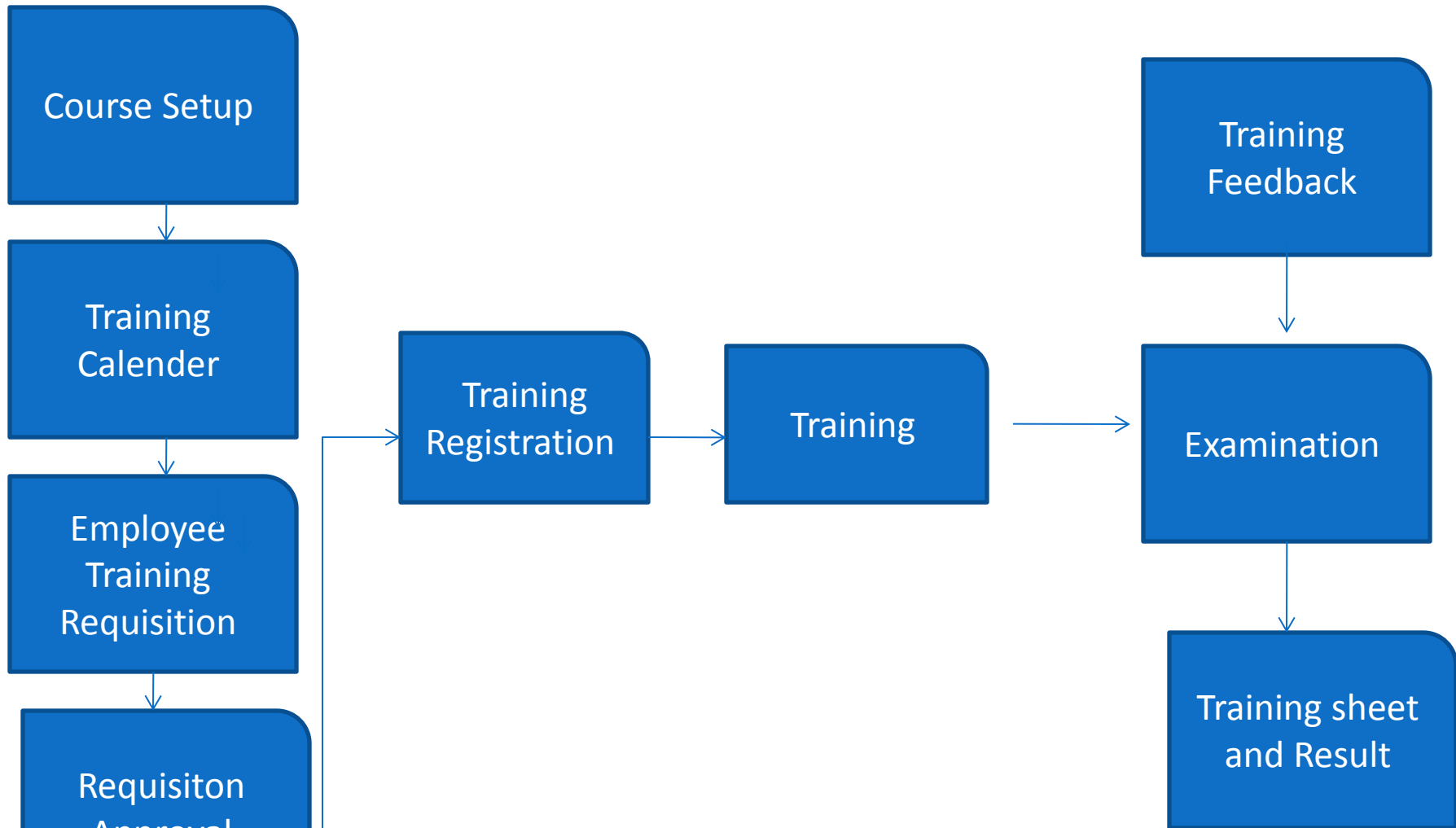
TRAINING TOPICS HANDLED

- Topics Handled
- Planning skills
- Negotiation skills
- Selling techniques
- Selection skills
- Spirit of service
- Winning ways at work
- Communication skills
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- **Hospitality Training**
Front Office
- Food Services
- Sales & Marketing
- Communication
-
- Presentation Skills
- **Career Based Training**
Interview Handling Skills
- GD
- Communication- written, verbal and Non verbal
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- **Sales Training**
About Selling Skills. (Presentation skills, Need analysis, Fact finding)
- Selling Products effectively
- Selling Concept Effectively
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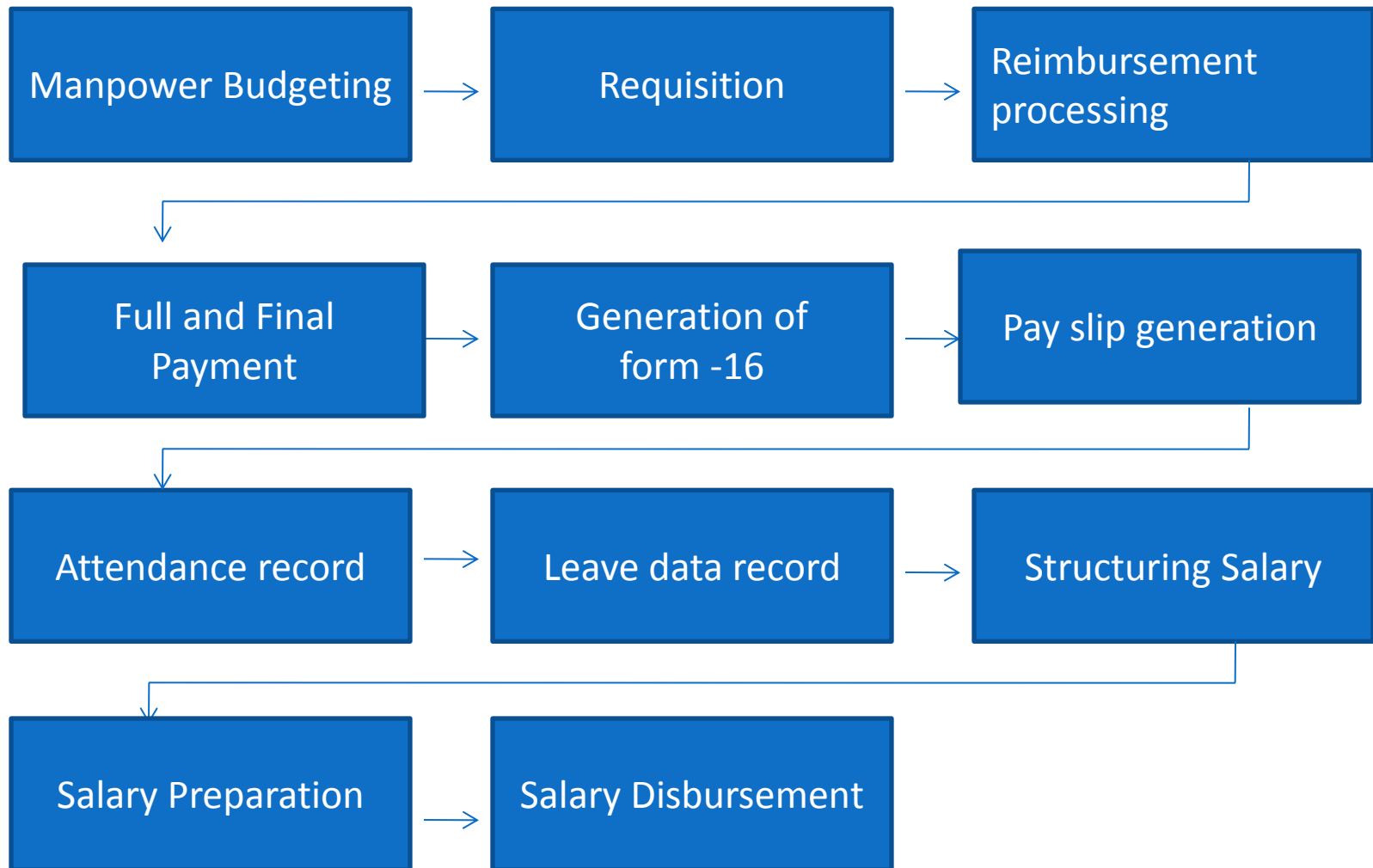
Service Offering



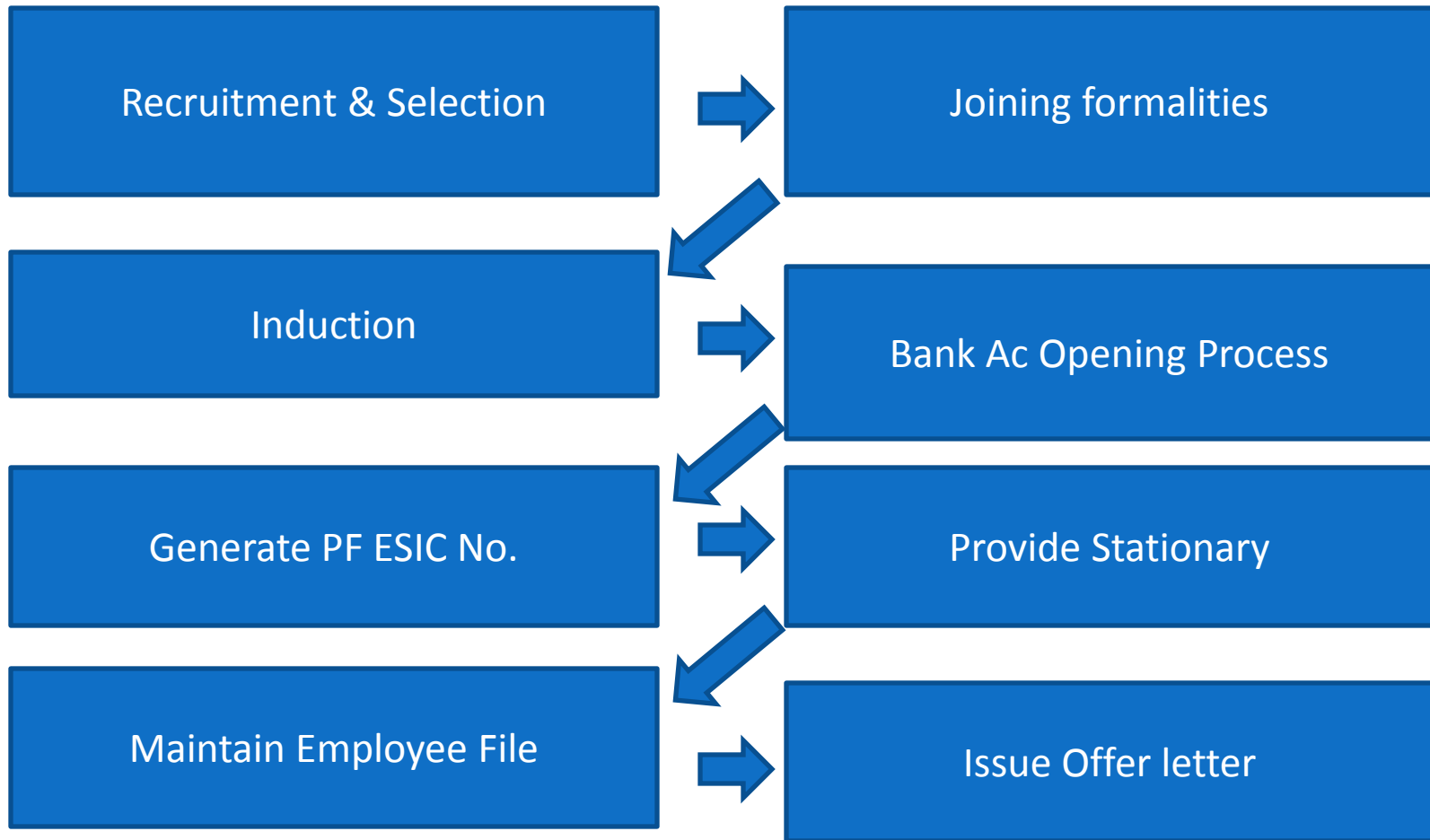
Training Module Workflow



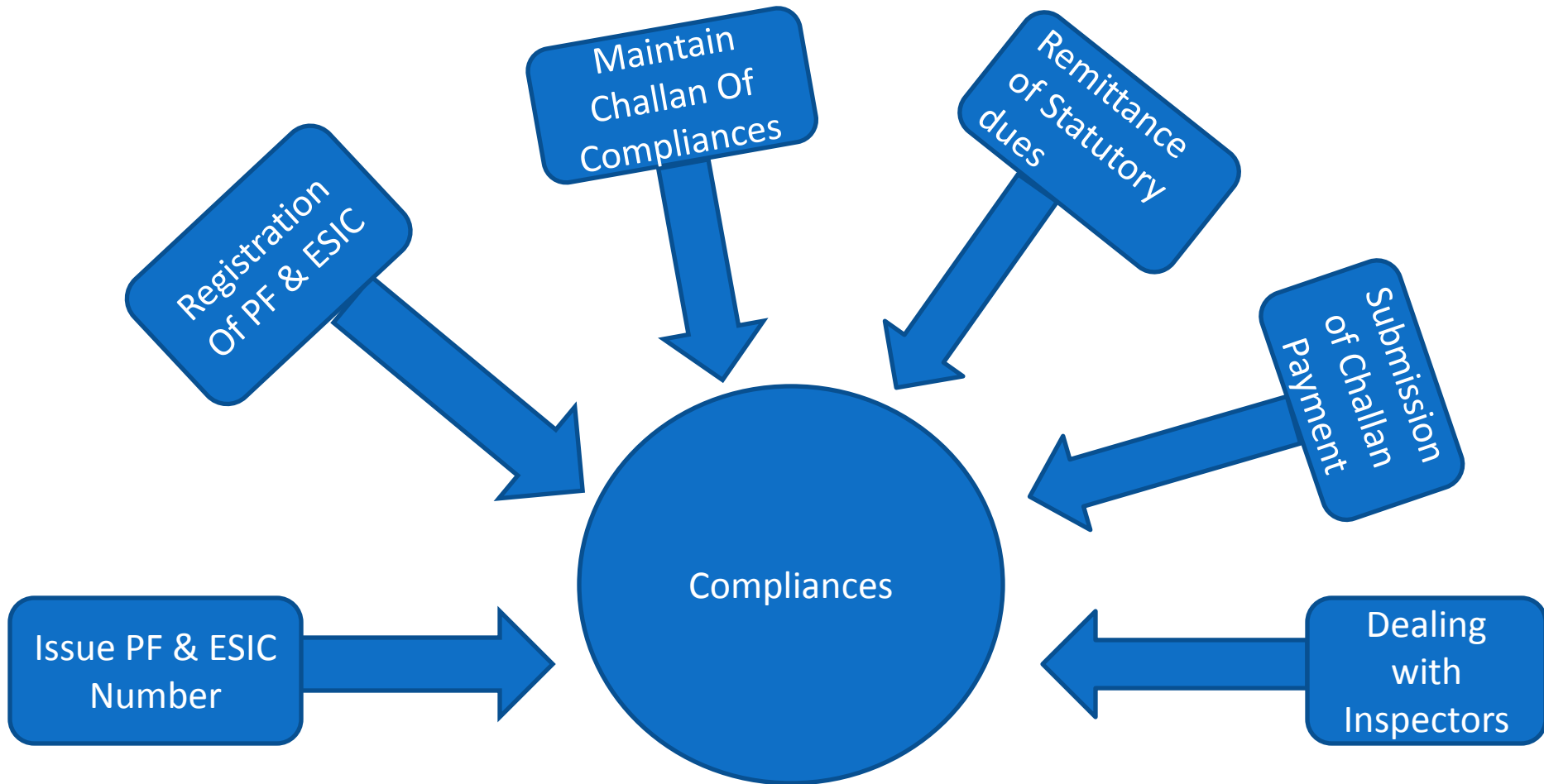
PAYROLL MANAGEMENT



HR OPERATIONS



Statutory Compliances



Employee Management



Setting up of HR Department

Maintain All Records or
Filling Data

Create letters like Offer ,
appointment ,experience etc

Make Policies Like Leave ,
attendance and appraisals

Create Joining Formalities
Process

Coordinational and Healthy work
Environment

Exit Interview process

Maintain Effective
Management System

New Recruitment Process

Apply New Salary structure

Check list of Employee data
& Process

Contact Detail

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Delhi / Jaipur - India

THANK YOU