



CORPORATE PROFILE

HR PERFECT SOLUTION PROVIDERS (PVT.) LTD.

WWW.HRPSP.NET



“YOUR STRATEGIC HR PARTNER”



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• ABOUT US

HRPSP was founded in 2011 and is the leading HR outsourcing firm in Pakistan with a commitment to providing customized solutions in the area of Talent Acquisition and other HR Services. In a short period, we are leading the way in diversity and have earned the goodwill of being one of the most trusted HR consultancies in Pakistan, providing innovative and customized result-oriented solutions.

We build value-based relationships with our clients by providing reliable human resource management, technology, and outsourcing solutions.

We partner and collaborate with companies to make manpower more valuable and help them create a perfect work culture aligned with the business goal for long-term sustained success.



VISION

To be recognized as an impactful, innovative, and efficient HR Consulting firm.



MISSION

To facilitate our business partners by providing personalized services.



VALUES

Our values define how we do business and interact with our business partners.

• INTEGRITY

We uphold the highest standards of integrity in all of our actions

• ACCOUNTABILITY

We are accountable for delivering on our commitments

• INNOVATION

We satisfy our customers with innovative technology and superior quality, value, and services

• RESPECT

We value everyone and treat people with dignity & professionalism

• WHY OUTSOURCING

When your business starts to grow, there will be more employees and tasks to manage to focus on expanding your company. You'll know it's time for outsourcing HR activities when:

- You're spending too much time on HR issues
- You're looking for ways to save money
- You're concerned about your exposure to liability



• WHAT WE OFFER

HRPSP helps organizations focus on their core processes by handling all the backend processes in an efficient and time-bound manner. We offer operational support to the clients in the following areas:

• BUSINESS PROCESS OUTSOURCING

A) PAYROLL ADMINISTRATION

- Pre & post payroll process
- Earnings and deductions
- Attendance management
- Statutory compliances
- Monthly tax compliance & filing
- Monitoring the tax laws & implementing changes
- Simplified calculations of bonuses, increments & expenses
- Easy way to view, access & print salary slips
- Customised payroll reports as & when required

B) HUMAN RESOURCE MANAGEMENT (EMPLOYEE LIFE CYCLE)

- Employee outsourcing (Technical & non-technical staff)
- Personnel file management
- New hire reporting
- Employee orientation program
- New joiner's tool kit
- Employment law updates
- Employee application forms
- HR policies & compliance
- Disciplinary actions (Show cause notices, investigation, hearing sessions)
- Employee exit management

C) EMPLOYEE SCREENING & BACKGROUND CHECK

- Employer verification
- Police verification
- NADRA verification
- Drug screening
- Educational documents screening (HEC)
- Driving license verification

D) EXECUTIVE SEARCH & PLACEMENT

- Clients requirements regarding position & job specifications
- Formulate a search plan
- Screening CV's & scheduling interviews
- Sharing of shortlisted profiles with the clients
- Seek feedback from the client
- Respond to changing needs
- Coordination with client & candidate
- Job offer
- Headhunting through existing databases & social networks (Linkedin, FB, Whatsapp)
- Referrals – existing candidates/ newspapers (If requested by client)

E) EMPLOYEE BENEFITS ADMINISTRATION

- Administration of employee benefit programs
- Medical insurance plans
- Group life insurance plans
- Group disability insurance plans
- Provident fund administration
- Pay continuation plan (PCP)
- Blue card (OPD tests, medicines & doctor consultation)

F) STATUTORY COMPLIANCES & INDUSTRIAL RELATIONS

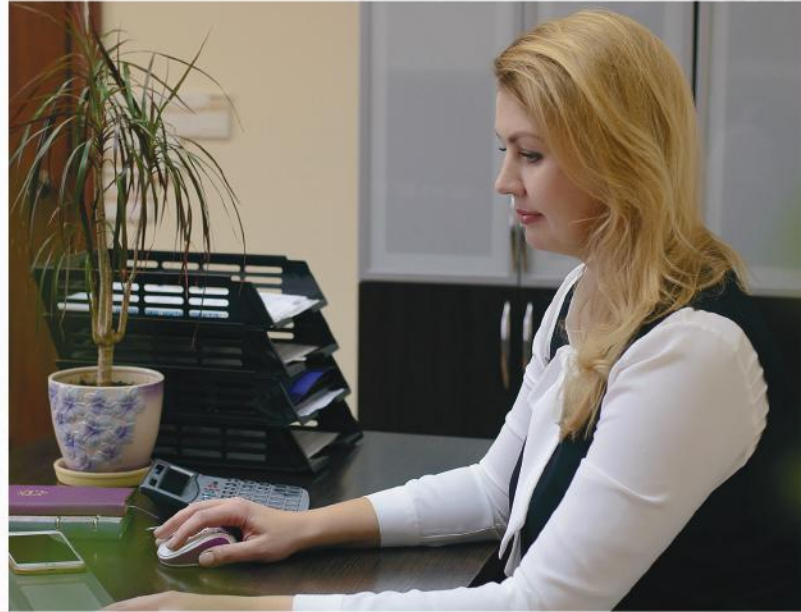
- Employee old-age benefits institution (EOBI)
- Social security institution compliance
- Compliance with labor laws
- Shops & establishment & factory act
- Employment policies, procedures, and rules of services
- Customized training on IR skills
- Environmental laws compliance

G) TRAINING & DEVELOPMENT

- Soft skills
- Technical training
- Health & safety
- Cyber security
- Road safety

• ADMINISTRATIVE OUTSOURCING

- Fleet management, rental & leasing
- Office supplies, stationery, printers, scanners, etc.,
- Corporate event management
- Corporate travels & tours



• TAX & FINANCIAL CONSULTANCY

- Business finance processes audit & advisory
- Provident fund setup & approval
- Payroll costs and employee benefits impact analysis
- Book keeping & financial accounting setups
- Income tax & sales tax compliance
- Employee income tax returns & consultancy
- Tax notices & challans
- Project feasibility report

• BAD DEBT RECOVERY & COLLECTION SERVICES

- Defining the customer credit limit
- Compliance with payment term
- Tracing of defaulter
- Telephonic & in-person follow-ups
- Communication of legal notices (Email)
- Collection of recovered amounts
- Closure of cases



Flexi is a cloud-based all-in-one HR solution helping organizations digitize and streamline their administrative processes. Flexi's cloud-based software provides you with an ultra-secure cloud location to store employee data and helps organizations stay connected and work efficiently when they need the most – even when operating remotely. It reduces administration costs and increases workforce productivity through intelligent workflow automation, whilst delivering all the tools, information, and guidance that a people manager or HR professional needs for success.



• PAYROLL MANAGEMENT

- Process payroll with a single click
- Compute accurate salaries & reconciliation tools
- Configure complex salary structures
- Add unlimited salary components
- Automate reimbursements, loans & advances
- Generate & distribute customized payslips
- Generate statutory reports & payments
- Disburse salaries with ease
- Generate account's JV
- Generate payroll reports



• EMPLOYEE SELF SERVICE

- View your own information, official documents & HR policies
- View company policies and forms
- View payroll information
- View & update tax-related information
- Payroll inputs
- View leave balances & holidays
- Manage leave transactions



• TRAINING MANAGEMENT

- Increase productivity & effectiveness of your workforce by aligning them with their business objectives.
- Provide a measurable ROI for your training investments
- Identify gaps & craft plans for effectiveness & growth
- Provide centralized managerial & administrative support



• QUERY MANAGEMENT

- Use as IT help desk
- Use as admin help desk
- Use for recruitment needs
- Use as accounts help desk
- Use as HR help desk



• ATTENDANCE MANAGEMENT

- View real-time attendance information
- Capture attendance from attendance machine
- Capture attendance from a mobile app (geo-location)
- Create shifts & associated policies
- Assign shifts to employees
- Create employee's group-wise attendance policy
- Apply overtime in bulk or for individual employees
- Data-driven decisions based on reports & insights



• EMPLOYEE EXIT MANAGEMENT

- Create customized separation policies & separation types
- Set up multiple approval levels
- Manage formal resignation with approval & rejection workflows
- Provide complete control to HR for exit formalities management



• RECRUITMENT MANAGEMENT

- One-click posting of jobs & job descriptions to a variety of jobs boards
- Automated assessment processes, including interview scheduling
- Applicant tracking
- Resume parsing
- Standard metrics & analytics for candidate profiles
- Digitized offer management



• LEAVE MANAGEMENT

- Create multiple leave types
- Customize configure leave policies
- Holiday lists
- Create regional or location-based lists
- Add restricted holidays
- Publish the company's holiday list
- Grant leaves & handles requests automatically
- Access leave reports
- Leave year-end processing



• PERFORMANCE MANAGEMENT

- Setting & managing goals
- Links to the competency framework
- Scheduling of appraisal meetings
- Data gathering for a broader picture of individual performance
- Links to talent management & succession planning functions



• VEHICLE MANAGEMENT SYSTEM

- View/Edit/Delete vehicle details
- View/Edit/Delete driver details
- Fuel expenses/Oil change details
- Vehicle repair history
- Vehicles infographics
- Expense & payment tracking
- Login/Registration of user
- Work order management
- Reporting modules



• PROVIDENT FUND MANAGEMENT

- Employee management
- Employee contribution
- Employer contribution
- Provident fund loans
- Profit distribution
- Annual corporate reporting
- PF accounting



• DOCUMENTS DIGITIZATION

- Define a document
- Upload a document
- Ease of tracking for compliance or reporting
- Integration with modules
- Document preservation, with complete protection and security



• LOANS MANAGEMENT

- Employee loan record
- Loan balances
- Integration with general ledger
- Integration with payroll
- Loan reports

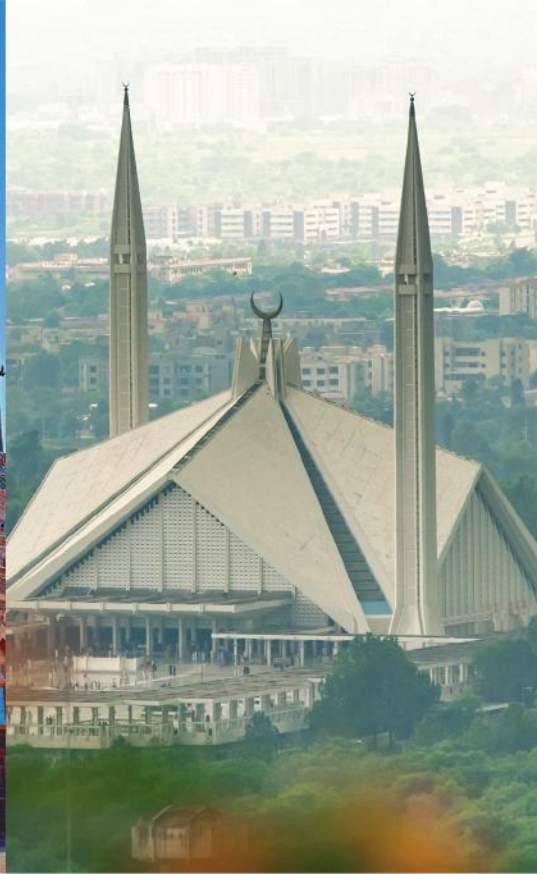
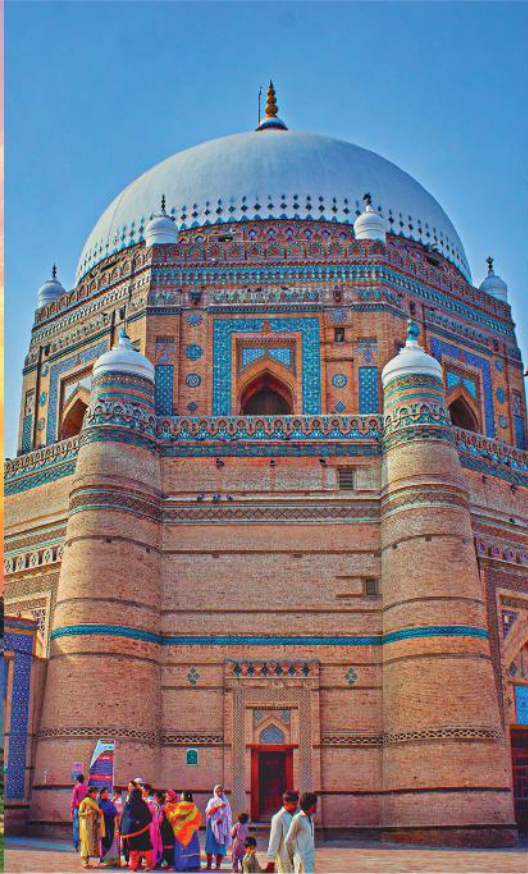
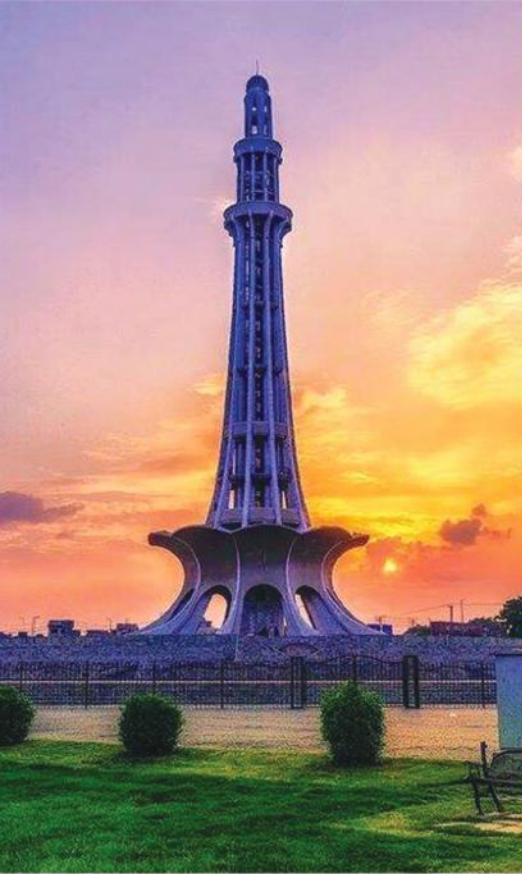


• ASSET TAGGING

- Asset creation
- Asset issuance
- Asset return
- Asset tracking
- Notification during end of service calculation

- **FLEXI WEB APP**
(ANDROID & iOS)





• OUR EMPLOYEE BASE

HRPSP has resources deputed across the country. Details of which are as follows.

CENTRAL A

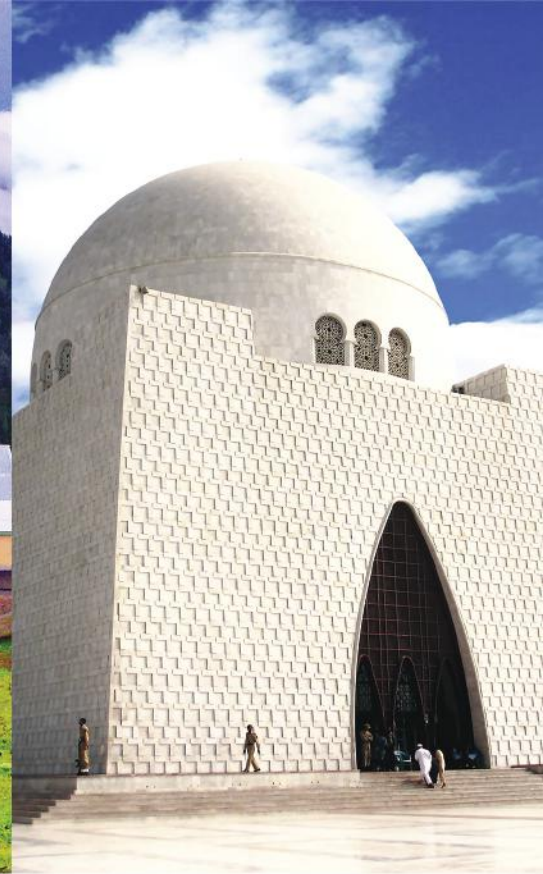
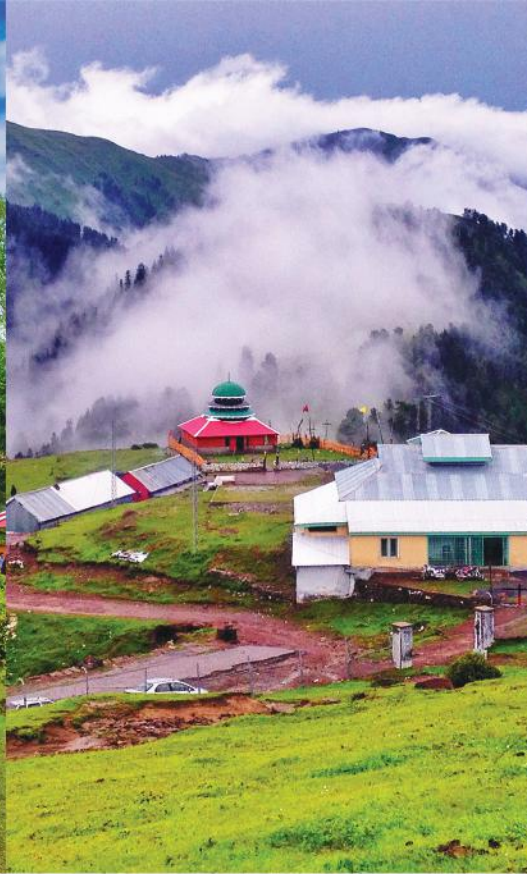
- LAHORE
- GUJRANWALA
- GUJRAT
- SIALKOT
- PATTOKI
- MURIDKE
- KASUR
- PASRUR
- DINGA
- SHEIKHUPURA
- NANKANASAHAB
- HAFIZABAD
- BAHAWALPUR
- MANDI BHAUDDIN

CENTRAL B

- MULTAN
- FAISALABAD
- TOBA TEK SINGH
- OKARA
- SAHIWAL
- BAHAWALNAGAR
- BHAKKAR
- PAKPATAN
- RAHIM YAR KHAN
- LAYYAH
- VEHARI
- KHANEWAL
- LODHRAN
- MUZAFARGARH
- KHAUSHAB
- SARGODHA
- JARANWALA
- DERA GHAZI KHAN

NORTH

- ISLAMABAD
- RAWALPINDI
- ABBOTTABAD
- PESHAWAR
- MARDAN
- JEHLUM
- ATTOCK
- WAH CANTT
- KOHAT
- SWABI
- MINGORA
- MANSEHRA
- CHARSDADA
- CHITRAL
- DERA ISMAIL KHAN
- NAUSHERA



GILGIT/BALTISTAN

- GILGIT
- CHILAS
- SKARDU
- KARIMABAD
- SHIGAR

AZAD KASHMIR

- MUZAFARABAD
- RAWALAKOT
- NILAM
- BAGH
- KOTLI
- MIRPUR
- KAHUTA

SOUTH

- KARACHI
- HYDERABAD
- QUETTA
- NAWABSHAH
- LARKANA
- MIRPUR KHAS
- PANU AKIL
- THATTA
- MITHI
- BADIN





• OUR CLIENTS




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