



PROTEAM MANAGEMENT SERVICES

STAFFING | PAYROLL | OUTSOURCE

Proteam Management Services Private Limited (GST-06AALCA5649M2Z4)

Developing healthy relation with our business clients' by providing our top-notch services with efficacious results is our only motto...

About Us

We are pleased to introduce ourselves as professionally Managed Manpower, Security, Housekeeping & Facility Management Services Provider.

We take this opportunity to introduce ourselves as pioneers in the field of Manpower, Housekeeping and Security Services Agency Holding License of Manpower Services, with the intention to be rightfully positioned as the leading Manpower/ Housekeeping Service solution provider brand and in a short span we have succeeded in creating a unique identity among many highly reputed and well known Corporate Houses, Industries and Multinationals. We have come a long way in providing reliable and effective Manpower / Housekeeping & Facility Management solutions to our clients.

TEAM PROTEAM is the leading MANPOWER / HOUSEKEEPING Consultant & Service Provider having expertise throughout PAN INDIA offering a full range of facility options to help businesses and individuals choose their way in the contemporary world of work, through our bottom-line approach, long-term perspective and professional acumen. We work closely with our clients & candidates, and have developed long-term relationships based on integrity, flexibility and performance.

The Company provides the following services to our precious clients so that they can concentrate on their core business.

- Housekeeping Services
- Industrial workforce
- Office Boys /Peon / Pantry Boy
- Loading/Unloading Personal
- Electrician / Plumber / Gardner
- Facility Management
- Temporary Staffing
- Manpower Recruitment
- Official Staff
- Helper
- All Kind of ITI Personal
- IT Professional

Specialized Services

- **Staffing Solutions**

1. All dimensions be it white collar or blue collar
2. Off roll payroll management
3. Facility management
4. Bulk hiring's for retailing, exhibitions & trade fairs

- **Payroll Outsourcing**

1. Accurate Salary Calculation
2. Employee Life Cycle Management
3. Best Practices Implementation
4. Reporting for Decision Making
5. 100% Compliance

- **Outsourcing Solutions**

We offer following manpower service:

Skilled Manpower

- Experienced Operators for all Machines
- Turner, Fitter, Welder, Operators (Press Machine, CNC Machine, Welding Machine, BMC, Grinder, Machinist) & Tool room
- Quality Inspector, Crane Operator, Driver
- Line Inspector • Bottling Operator
- Electrician • Plumber • Gunman, Data Entry Operator etc.

Semi-skilled Manpower

- Fresh ITI • Experienced Helper
- Security Guard, Delivery Boy etc.

Unskilled Manpower

- Loading/ Unloading
- Shifting
- Helper • Packing of material
- Packing etc.

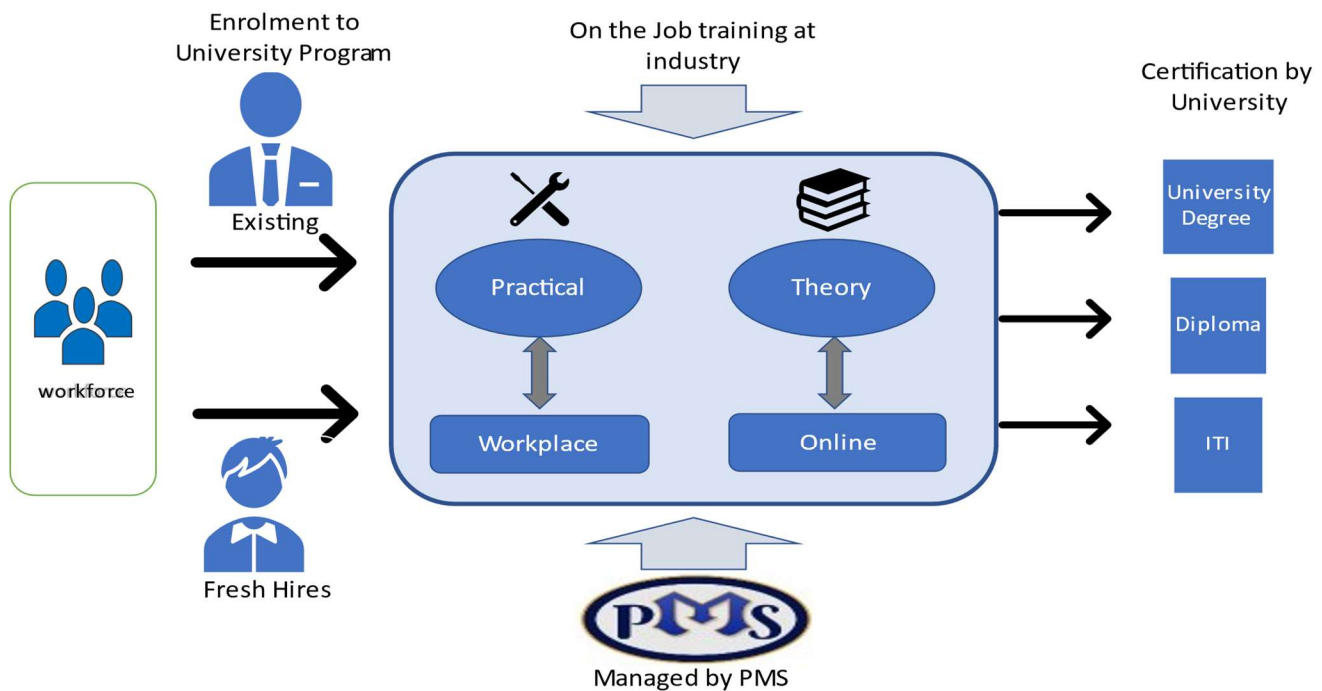
Office Support

- Receptionist • Clerical Staff
- Computer Operator • Courier Boy
- Office Boy • Telephone Operator
- Secretaries, Sales Person etc.

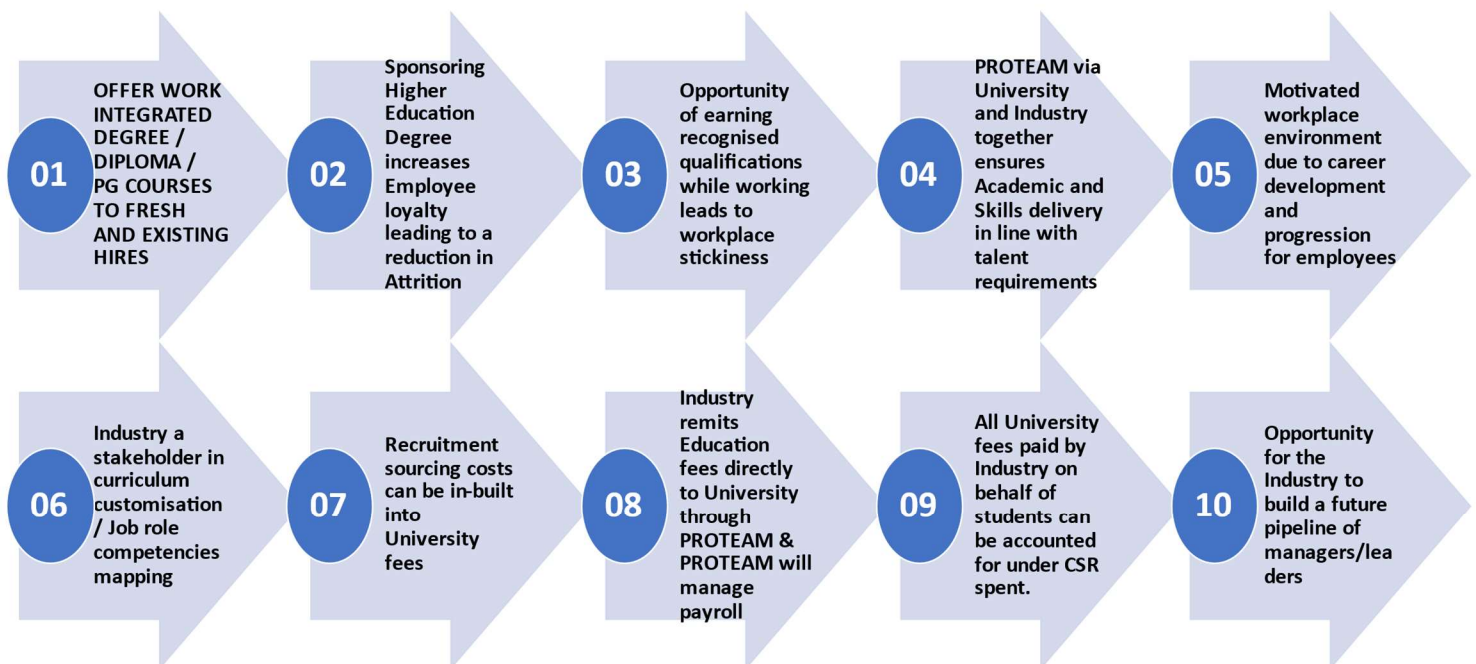
- **PROTEAM** has over Six years of experience in managing client's large & small manpower Requirements across the industry verticals & geographies.

Our Unique Engagement Model

WISM (Work Integrated Skilling Module)-



Value Proposition for Industry-



Fixed Term Engagement

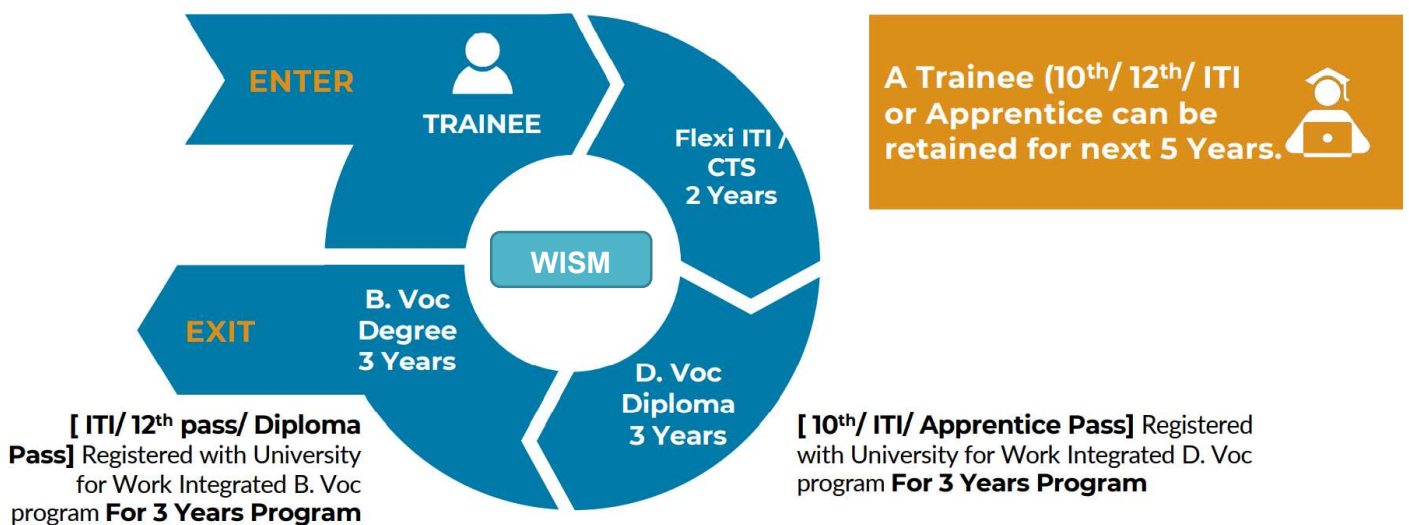
Description –

Company engages or hires an employee for a specific period of time. In a fixed term employment, the employee is not on the payroll of the company.

Like other agreement, even a fixed term engagement has a provision in which the employer can terminate the contract on certain grounds before the due date.

Authentication Before Joining-

1. Selected candidates have to submit their police verification certificate for background check.
2. Academic background check of each candidate
3. Medical fitness check-up
4. Local guardian
5. KYC (Know your candidate)



Security Services & Surveillance

Most Reliable and Efficient Security Company-

We provide the most reliable, trained and high-quality security guard services catering to the needs of Corporate, Government, Commercial and Institutional sector.

PROTEAM is a proactive security company with customized security solutions to Business across industrial, commercial, and residential sectors. Our professional security guard services are available for all sectors and industries in Delhi NCR, Noida, Gurgaon, MP, Uttarakhand & Pune.



Security Guards Training

We train our security guards for 6 days. Our training rooms are equipped with state of the art security and training equipment e.g. metal detectors, fire extinguishers, and LCD projectors



Audits

Monthly audits are done for all areas / routes by a team reporting directly to director and based on the audit performance incentives are given to field / route officers and managers. The team, audits turn out and maintenance of post registers



24 Close Loop Monitoring

As and when required patrolling facility with vehicle and armed team monitoring.



Continuous Knowledge Updating of Security Personnel

Continuous knowledge updating of security guard is done through monthly newsletter given to each and every security guard every month.



Regular Client Feedback

Regular monthly feedback is taken from every client for each security guard and based on this feedback every security guard is given an incentive each month



Medically & Fitness Standards

We always hire the guards as per the recommended medical and physical fitness level laid for Indian army entry.

Surveillance –

Wifi Enabled high end resolution cameras (with 30 days recording backup)

DFMD – Door Frame Metal Detectors for excessive frisking

Bio-Metric punching machines

Staffing

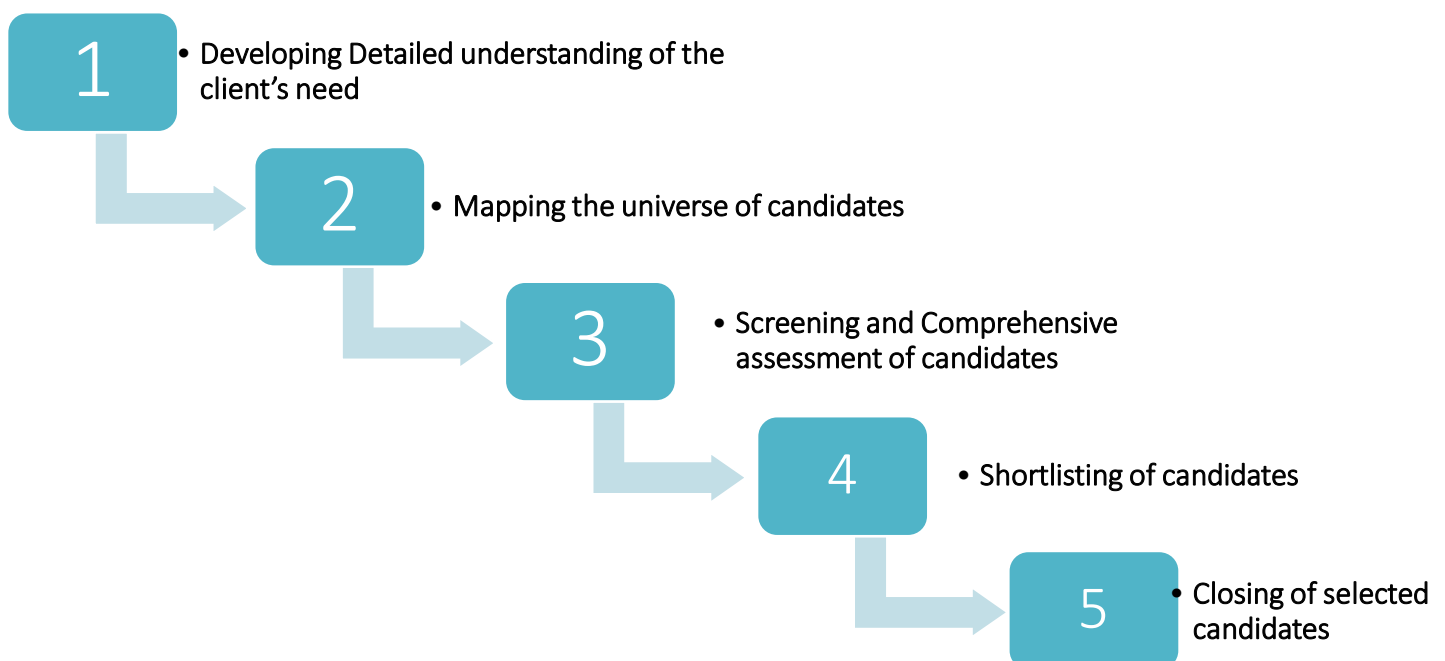
At Proteam, we not only provide recruitment consultancy services to our clients but also give the applicants a perfect platform to get their dream jobs. We can help our clients to get the suitable candidates, cultivate them and retain them. Our comprehensive recruitment and staffing solutions as HR consultant ensure the delivery of profitable propositions for your workforce requirements.

Leadership is the single most important contributing factor to an organization's success. Executive Search, Manager, Senior Executives and Top Management form the most critical resources for any organization. Identifying, screening, assessing and recruiting qualified individuals to serve in a dynamic environment requires insight, creativity and experience

Our Recruitment Process can be categorized into three phases

- Planning → Structure → Focus → Identity → Prepare
- Implementation → Contact → Motivate → Evaluate
- Closure → Select → Offer → Candidate joining

PROTEAM



Payroll Outsourcing

Payroll isn't just about paying your people. And let's face it, you didn't get into business to manage paperwork and keep track of payroll legislations.

- Consolidated, error-free documents & reports with sharper business intelligence.
- Support your entire employee payroll life-cycle, from their date of joining to exit.
- Decreased IT infrastructure investment.
- Lower risk related to compliance and penalties.
- Speedy resolution of employee queries.
- Better resource deployment.

Processing Monthly Salaries-

All you need to do from your end is, send us the variable monthly particulars. From thereon, our operational experts take care of everything-

Processing your payroll based on the latest legislative updates

Processing investment declarations of your new joins and updating it on your HRIS

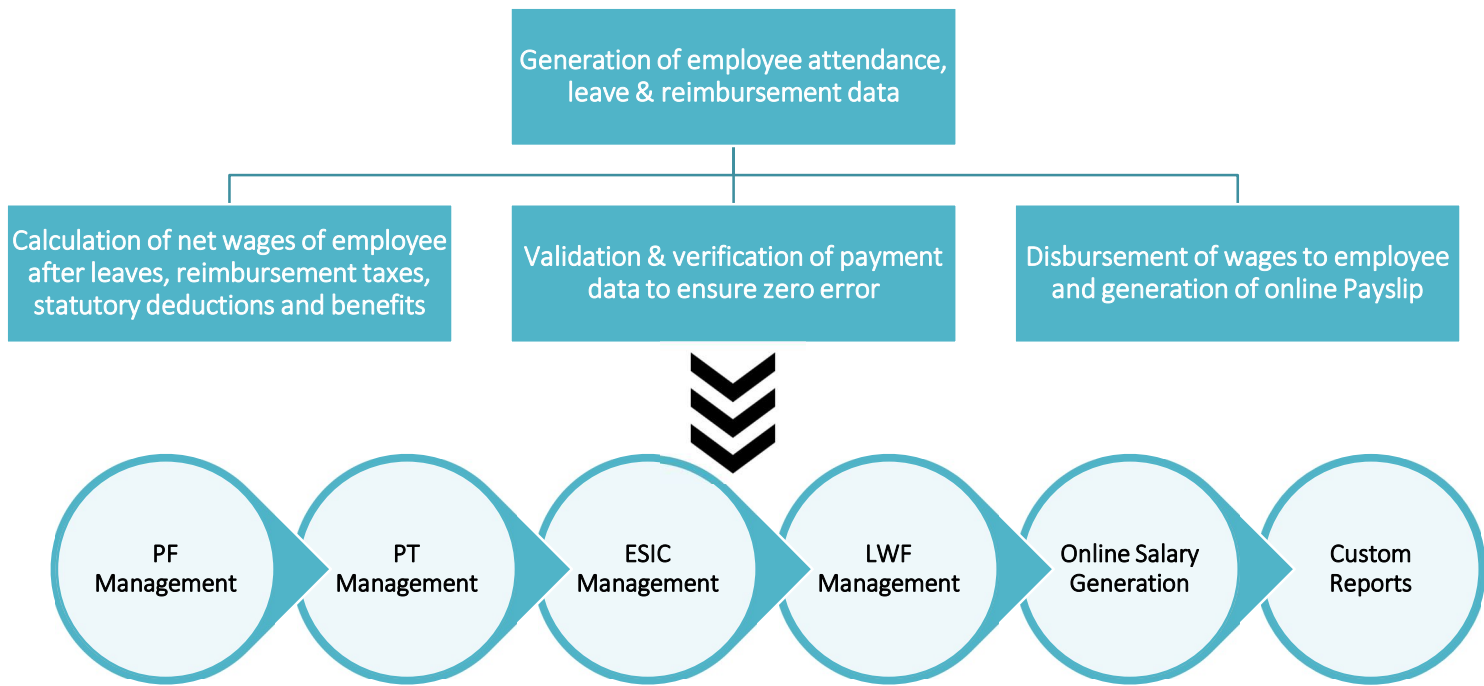
Validating the inputs received with your organization or previously determined policies providing you with consolidated reports (standard and customized)

Payroll Compliance

Ensure accurate processing of the following compliances through a global leader in payroll and compliance –

- Provident Fund (PF)
- Employee State Insurance (ESI)
- Professional Tax (PT)
- Labour Welfare Fund (LWF)

Get consolidated monthly reports and challans of remittances. Furthermore, get assistance with consolidated information during audits and inspections.



Why Payroll Outsourcing Services

- Outsourcing helps reduce costing
- It ensures timely delivery of pay slips and reimbursement slips
- Reduces the risk of employee turnover
- Avails industry experts for the job
- Reduces time consumption for the company, as the company doesn't have to keep check on the changing regulations and government norms.

Compliances

We believe that in current market scenario fair business practices play a key role to establish the foundation of any organization.

No matter what the size of your organization is – small, medium, or large – you no doubt face the growing challenge of complying with the rapidly evolving and highly complex compliance requirements. We Comply with all statutory obligation; we are duly registered under various Government Authorities.

Our Expert team of trained professional will ensure that all statutory obligations are compiled on time.

What we will ensure: -

1.EPFO (Employees' Provident Fund Organization)

- Coverage for All employee
- Briefing of benefits to all employee
- Timely summation Monthly Challan with 100% accuracy
- Timely UAN Generation & KYC Update.
- PF Transfer / Withdrawal / Nomination
- Audit & Inspection.

2.ESIC (Employee State Insurance Corporation)

- Coverage for All employee
- TIC Generation on Time
- Briefing of benefits to all employee
- Timely summation Monthly Challan with 100% accuracy
- Claim reimbursement / Nomination
- Audit & Inspection

3.Bonus

- Adherences as per “THE PAYMENT OF BONUS ACT – 1965”
- Bonus Calculation with 100% accuracy
- Timely Disbursement of Bonus
- Updation of statutory registers (Form D)
- Preparation and submission of all statutory returns as per statutory periodicity

4.LWF (Labour Welfare Fund)

- Adherences as per “THE LABOUR WELFARE FUND ACT- 1965”
- Coverage for all employees where its applicable
- Briefing of benefits to all employee
- LWF Calculation with 100% accuracy
- Preparation and submission of all statutory returns as per statutory periodicity

5.Personal File of All Employee

- Personal Details
- KYC Documentation
- PF/ESIC/Banking Records
- Leave Records
- Details of Appreciation / Warning / Notice Letters
- Resignation Latter / F & F Declaration

6.Registers regarding the employment

- Muster Roll
- Register of wages
- Register of Fine
- Register of Damage & Loss
- Register of Advance
- Register of Overtime
- Register of Workman

7.No Cash Handling

- Salary Transfer in Bank

8.Process for Full & Final

- Clearance Declaration
- F & F within 45 Days from submission of Clearance form

What you can expect from us

1. Access to regional and local expertise
2. Assured ethical practices with strict timeline adherence
3. Professional support during inspections and audits
4. Close Liaising with govt. officials for approvals, amendments, renewals and inspections

Integrated Facility Management Services

We have six years of experience in providing all kind of manpower to various corporate sectors. Our people work 24*7 so that you can focus on core strengths of your business. We help in raising productivity and cut down employment related risk. We have substantial client referrals and right mix of expertise and experience who worked with various industry verticals so we understand the working style of each vertical. We have set certain standards & strong verification process for employment. We provide services for both Corporate & Domestic sector and provide manpower in proper uniform and with appropriate equipment. We have a dedicated help desk for solving any query or problem faced by you. Our staffs are highly professional, and trained in such a manner that adjusts according to your work culture. We have our in-house training and development department to keep the workers updated about latest technologies and methods. We are registered under ESIC & EPF, and we shall be taking responsibility of all laws and further amendments.

Housekeeping -

Housekeeping service includes: Dusting all surfaces, furniture, appliances, equipment, Knick knacks, etc. Sweep, Mop & Wash floors and vacuum carpeted surfaces. Polish all wood surfaces. Remove cobwebs from ceilings and other surfaces. Clean and scrub all sinks, tables, chairs, appliances, and countertops. Sanitize all surfaces. Clean and scrub all countertops, surface areas, toilets and tubs. Clean mirrors and polish any chrome surfaces. Deodorize rooms & bathrooms. Remove garbage and empty dustbins & ashtrays.

Mechanize cleaning -

Application of modern methods, equipment and technology help us offer high quality services within minimal time frame. In our pursuit to deliver the best, we use a wide range of mechanized cleaning equipment for different cleaning applications. Our cleaning devices are completely reliable and provide a perfectly clean environment. Handy and easy to use, our equipment, tools, and automatic wipers save both time and energy of our workforce, thus contributing to the increase in efficiency of our work.

We provide services for Mechanized Cleaning in all areas. The services that we cater under this category are as follows:

- Floor scrubbing • Floor polishing • Vacuum cleaning • Mechanized cleaning of Roads. • Cleaning of Toilets. • Cleaning of Office areas, canteens, etc.

WE PROVIDE ALL TYPE OF HOUSEKEEPING MACHINE →



HK Cleaning Trolley



Smart Colour Dual
Bucket Trolley



Vacuum Cleaner



Auto Scrubber



Single Disk
Scrubber



Hand Scrubber

Our House Keeping Approach

- Housekeeping is a very physically demanding job. The personnel are on their feet for a full shift of 8 hours during which they perform various tasks . It is therefore, imperative for the Housekeeper to ensure safe conditions and practices in the department.

How we do?

- We shall engage a dedicated Supervisor to visit your premises daily to check the level of cleaning.
- We conduct Client satisfaction survey on regular basis to know your feedback and to implement the changes accordingly
- We maintain high standards of personal hygiene in our workers
- We work on check-list basis so that every nook and corner of your premises shines
- We provide on the job training to stay ahead in every field
- You will get a proper file of every employee working with you containing all their particulars, medical report and police verification details.

Few of our proud customers



Why Us

We ensure your business continuity through seamless availability of required Manpower

In-house talent pool of multi skilled professionals to take care of crisis/ emergency situations

We religiously ensure periodical training workshops for the employees enabling them to be in pace with the changing face of your business and contribute more effectively

Technically equipped to do data mining, reporting and monitoring. All reports available online for employer as well as employee

Proteam never hesitated in extending our hands to even remotest locations!

As an organization, we always ensure that all statutory compliances are adhered in a timely manner

Name of the company:	PROTEAM MANAGEMENT SERVICES PVT.LTD.
Registered Address (Reg office):	441, Vipul Trade Centre, Sec-48, Gurugram
Pan No.:	AALCA5649M
P.F. Registration No:	GNGGN1676552000
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