

Excel Sources

I.T. & HR Solutions



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Company Profile

Excel Sources At a Glance:

We established in 2004 with a mission to provide best human resource solutions to our valued clients. As we believe in competency and professionalism, we have provided best of human resource to hundreds of our clients. We have earned a reputation as a leading human resource solution provider company due to our firm commitment and dedication to the task and that has lead us achieve the clients' needs successfully.

Soon after our inception, we grew progressively within our domain and established a strong client base from all around the world. We are proudly attributed to meet the clients' standard efficiently because of our cost effective solutions and highly professional team equipped with vast knowledge and experience of the H.R. sector.

We transform ordinary human workforce to extra ordinary resource; from an existing level of skills to professionalism to meet the desired standards.

We understand that looking for first job, moving to a new employer or returning to work after a career break is a big step and we aim to provide a supportive, friendly and professional service to all of our clients.

We provide services within the following sectors:

1. Human Resource Management Consultancy
2. Human Resource Training & Development
3. Human Development
4. Contact Centre Services
5. Executive Search & Selection
6. Human Resource Information & Management Software (HRIMS)
7. Pay Roll Management
8. I.T. Solutions
9. Web Design & Development
10. Graphic Designing
11. Networking
12. PC Doctor
13. Annual Maintenance Contract
14. CCTV cameras

Mission:

Socio economic growth through development of human and institutions to unleash their potential, improving lifestyles, providing quality human resource services, building alliances and conducting trainings for professional excellence.

Vision:

To elevate the human potential by empowering knowledge, skills and professionalism.

Values:

Our core values are:

- Excellence in services
- Focus on client's preference
- Team work
- Long term relationships
- Progressive approach
- Trust & Reliability

Our Services:

1: Human Resource Management Consultancy Services:

Excel sources provides consultancy in areas of, HR & Management, Pay-Roll Management/HR Outsourcing, Training of Soft Skills, Project Development & Implementation. Excel Sources is also known internationally for its unique successful work for Youth Training & Development and their placement on jobs. It covers recruitment, compensation, performance management, organization development, safety, wellness, benefits, employee motivation, communication, administration, and training.

2: Human Resource Training and Development Services:

Excel Sources has an extensive experience of conducting trainings related to the subject matter. We develop a customized training program keeping in view the needs and requirements of the clients which let us lead to mutual success. Our training department has trained so far more numerous professionals in MNCs & NGOs from more than 100 organizations. Training is not only our expertise, but our passion too. We care about our clients and work collaboratively with them to offer creative solutions and deliver excellent results.

3: Human Development Services:

From the past few years Excel Sources is continuously putting efforts towards human development and have focused on lasting impact.

The purpose of human development is to enlarge people's choices for socio-cultural development, livelihood, social well-being and positive change in individual's life. In principle, these choices can be infinite and can change over time. Our human development areas are:

- Entrepreneurship Development
- Capacity Building Initiatives
- Institutional Development
- Exposure Visits
- Mentoring Program
- Seminars and Conferences
- Career Counselling and out placement program
- Research and Development

4: Contact Centre Services:

Contact Centre establishes a key link between an organisation and its customers. Be it Inbound, Out Bound or Non-Voice; excellent customer services packaged with robust technology is the only way to enhance customer loyalty and retention.

Excel Sources is an accomplished BPO services provider that has never compromised on quality. We have extensive experience in hosting and managing both domestic and international outsourced contact centre projects. Currently, Excel Sources is delivering its services to a number of clients from various business verticals.

Through a robustly defined framework, every call is handled as per defined service levels and built in quality processes help in ensuring that every interaction with our client's customers results in a meaningful outcome.

At Excel Sources, we believe in delivering the best and this has been duly recognized by our prestigious clientele as well as various business monitoring autonomous bodies.

- We offer great deal of inbound customer call experience.
- We engage your customer through various mediums that include Phone Call, Live Chat, SMS, and Email.
- Every interaction with your customer is customized as a unique experience, based on your business needs and defined service levels.

- We make outbound calls to help you build up sales, do customer surveys, set-up appointments, support customer lifecycle management.

Our call centre solutions provide numerous benefits for companies in different business sectors. The sheer commitment of Excel Sources team is to provide exceptional and reliable call centre services ensuring value addition for our clients. Our expertise benefits the client in a twofold manner; as not only the costs are immensely reduced, but also the level of customer satisfaction level is vastly improved.

5: Executive Search & Selection Services:

Executive Search and Selection is at the heart of our business, and we are one of the largest specialist firms in the country. We have a large data base of executives that we provide to various firms. Our specialised and skilled executives are our shining attribute. We provide Executive Search and Selection services in broad range of sectors, for example, senior managers, directors and executives.

6: Human Resource Information & Management Software Services:

We provide:

- Integration of bio-metrics attendance system with HRMS.
- Online Performance Management / Appraisal System.
- Record keeping of personal files in soft / scanned form online
- Recruitment & Selection process (CV Database, CV sorting, short listing etc.)
- Leaving / Resigning, Termination and other functions online reporting
- Salary slips
- Payroll calculation with the input of attendance & incentive details
- Salary invoice preparation for client
- Online bank advice for salary disbursement
- Online taxation, EOBI, Social security and Gratuity
- Access to client for HR records and reporting in real time

7: Payroll Management:

We are proud to mention that we have been well experienced in providing payroll management services to various renowned firms. We like to give services to our valued clients based on a more personalised relationship. We provide services to allocate payroll manager for your business that will coordinate and meet all your payroll requirement needs.

8: I.T. Solutions:

Excel Sources Network Solutions, provide companies with state of the art computer network infrastructure to facilitate optimum performance. The benefits gained by our solutions designed by our certified engineers make a fundamental difference in the way you work, translating in to a competitive edge, higher profitability, and a positive impact on your bottom line.

Our Major Services Include:

- Server administration
- Network Infrastructure
- VOIP
- PCs Doctor
- Annual AMC planning

1: RPO (Recruitment Process Outsourcing):

RPO is our leading service. We offer a competitive advantage in the marketplace as it provides organizations with the ability to rapidly acquire the best employees, reduce operational costs and risks, and gain access to consultancy expertise to maintain their HR inventory.

We recruit through following procedures:

- Partial or Recruitment Process Outsourcing
- Behavioural and Skill Analysis
- Head Hunting
- Resume/CV Screening
- Antecedent Verification

2. Recruitment Sourcing:

We deploy a range of sources to generate candidate's pool. Some are social & print media, institutional collaboration with job portals, and referrals.

Why you choose Excel Sources?

- Complete HR solutions; recruitment to separation
- Data security and contingency service is ensured through BCP (Business Continuity Plan)
- Dedicated functionaries for each client
- 24 hours Help Line to assist employees and stake holders

- Designated financial services for each employees segment
- Technology based financial management to ensure transparency and speed

Security (Special Offer)

- Character/Clearance Certificate
- Security clearance
- Reference check
- NADRA clearance

Recruitment

- Data base of experienced/ fresh engineers up to 10,000 from various fields
- Database of experienced/ fresh candidates for various positions (including but not limited to) Sales & Marketing, HR Management, Finance & Accounting, Information Technology, Administration and Domestic Operational Staff.

Models of HRO by Excel Sources

There are two internationally recognized HR outsourcing models: Administrative Services Organization (ASO) and Professional Employer Organization (PEO). ASO offers partial outsourcing of HR functions and PEO provides complete HRM outsourcing with transfer of legal responsibility of HRM to third party.

1. HRO & RPO – Benefits to Our Partners:

We believe in professional relation that adds value to client's sustainability. Our outsourcing solutions help our clients to attain their goals. Most corporations have one HR professional for every 100 active employees, according to the Saratoga Institute, Hodges explains. "An HR department that was trying to be efficient by itself through reengineering might get to one HR employee for every 150 active employees. But if you reengineer HR in conjunction with a third party outsourcing provider you should be able to get to a ratio of one to 300, marking a huge reduction in labour cost."

2. Excel Sources Approach to HRO:

We are HR professionals; who have proven capability both at client- and supplier-side. The team is wired by web based technology to utilize best-in-class processes, IT applications and delivery model. This will optimize your back office transactional activity and your HR team can focus more on aligning HR strategy with corporate objectives and changing market place.

We believe in client focused solutions and offers both; ASO and PEO. This includes:

- Selective / Full HR functions outsourcing



- Offshore HR outsourcing
- Recruitment service
- Pay-Roll Management and Regulatory Compliance

Our Clients:

- Purechem Industries Pvt Ltd.
- NevTech Industries Pvt Ltd.
- Futuristic Artists Ltd.
- Allspice Tech
- Travel Lounge UK
- 7-Continents Travel Ltd.
- Intersoft BPO
- South Asian Business concern
- BRKV London
- Fischer & Blank London Ltd.
- Flatshare London
- Take me Clubbing London
- PolySkill Learning Centre UK
- EDN World Enterprise
- Rapid Medical Services Ltd.
- AA Global Academy
- RiseXcel UK Ltd.
- The Bell House London