



Company Profile

Team of senior professionals with vast experience in some of the most intricate areas of Human Resources, Legal, Taxation, Insurance and Real Estate domain, joined together in their pursuit for excellence in offering professional services. Driven by this common desire, and equipped with their expertise in handling a range of advisory services across various industries and jurisdictions, they formed **Keiretsu Consultancy Services (P) Ltd.**

Our team is highly experienced and equipped with successful strategies and tools to provide best services to our esteemed clients across industries. The team members have proven track record in improving operational efficiency of their clients in their past assignments by providing quality services.

Our Core Values

- Excellence - We deliver what we promise and add value beyond what is expected.
- Responsibility – We feel ownership with the responsibility
- Team Work – We are working together to ensure all team members feel like valuable.
- Respect – We always consider individual needs and work life.

Our Vision - To be the distinctive and respected company!

Our Mission is to bridge the gap and build client in their business performance.

SERVICES

HR Advisory Services

We offer a comprehensive range of services that cater to our clients need. Our service delivery is guided by our professionalism, integrity and reliability. The diversity of our expertise is translated to one stop convenience and allows our clients to ease their barriers and have full concentration on the growth of the Company.

Keiretsu team helps Organisations with their workforce challenges and functional effectiveness. We offer an objective view of your HR function's business effectiveness, Organisational restructuring, together with mergers and acquisitions are common place in today's world of work. Organisations also need to ensure compliance with an abundance of legislation. If an Organisations do not transform themselves to ensure they can attract, inspire, motivate,

manage, develop and reward their people appropriately, they may lose their most valuable assets.

Our human resource services practice brings together professionals who work across following core disciplines and focuses on the delivery of services to the clients –

- **Talent Acquisition & Management Services**
 - Job Description Analysis, Talent Mapping and Search Target Plan
 - Head Hunting, Face to Face evaluation,
 - Recruitment & Selection processes across level
 - On boarding & documentations

- **Learning & Development**
 - Training on Principle of Managements for Young Managers
 - Training on Soft Skills & Etiquettes
 - Team building exercise
 - Presentation & Communication Skills
 - Organisation Orientation Programs
 - Managerial & Coaching skills
 - Designing Training Calendar

- **Statutory Compliances (PF, ESI ,SHOP & ESTABLISHMENT & LWF)**
 - Registration with Authorities
 - Compliance Maintenance, Returns, Registers & Displays
 - Laisioning with Inspectors for various statutory cases, exemptions and disputes.

- **Organisation Development Activities**
 - Designing of PIP (Performance Improvement Plan)
 - Performance Management Processes
 - Policy formation and implementation methodology
 - Designing of JDs, KRAs, KPIs and SOPs.
 - Employee Engagement programs
 - Employee Satisfaction Survey mechanisms

- **HR Audit, Transaction Services and HRIS**
 - Process Audit
 - SLAs and Process Flows chart
 - Employee Competency mapping, Cost Analysis and various mechanisms for cost cutting

- **Compensation & Benefits**
 - Designing of Rewards & Recognition programs
 - Salary Structuring, Incentives Plans, Variable, Reimbursement and Bonuses

- **Payroll Management Services**
 - Salary processing, Reimbursements, TDS, Form 16 and Pay slips
 - Exit Process & Settlements
 - Statutory Returns related to salary

- **Outsourcing Services & Workforce Planning**
 - Third party sourcing
 - Contract Management
 - Third party pay roll

Keiretsu also geared up to cater **Temporary Staffing & Contract Staffing Solution** to its Clients. Hiring temporary staff today in India associates higher costs, more logistic and complicated compliances and legal process. **Many top companies are now a day's adopting the concept of outsourcing temporary staff to trustworthy and dependable contract staffing firms. KCS can be your company's trusted partner.**

For more information, kindly visit to our website <http://www.keiretsu.in>

With Best Regards,

Keiretsu Consultancy Services (P) Ltd
Gurgaon / Delhi / Ahmedabad