



Arise Integrated Multiservices Pvt. Ltd.



Your Employment Partner

AN ISO 9001:2015 CERTIFIED

ABILITY • INTEGRITY • MODESTY



★ ★ ★ Vision ★ ★ ★

Our vision at AIM is to be a research based HR organization that sets future trends by becoming a premier and trust worthy partner. AIM will achieve this in an ethical manner, offering the highest quality, personalized & cost effective services to clients.

★ ★ ★ Mission ★ ★ ★

Our aim is to grow rapidly to become a recognized entity in providing high-class & quality services with professional outlook related to HR industry and up gradation of skills by constantly adding value through innovation in our services.

★ ★ ★ Commitment ★ ★ ★

We at AIM go extra mile in all that we do to earn our Clients trust. We have close, open relationships in work partnership for the mutual benefit. We deliver what we promise.

★ ★ ★ Quality Policy ★ ★ ★

AIM provides the highest quality, innovative HR solutions to support its clients. The primary goal of our quality policy is to have the happiest, most satisfied and trustworthy relationships.

★ ★ ★ Values ★ ★ ★

AIM ethically believes in values which are ABILITY, INTEGRITY and MODESTY.



ARISE INTEGRATED MULTISERVICES PRIVATE LIMITED (AIM) is pleased to introduce itself as **AN ISO 9001-2015** certified professional, progressive and fastest growing company.

AIM portfolio of services includes HR Consultancy, Recruitment & Placement, Background Verification, Training & Development, Staffing & Payroll, Labour Law & Statutory Compliance consultancy and Audit, etc.

AIM has been set up at Navi Mumbai in year 2015 and incorporated under ROC in year 2019, by professional who has vast experience of a decade in HR industry and turned amongst best service provider in the HR Consultancy and Facility Management trade. AIM is managed by a dynamic team of highly experienced and dedicated professionals backed by friendly support.

AIM is rendering its services to Corporates, Manufacturing, Warehouses, Supply chain, Retail, Engineering, Garments, Pharmaceutical, Chemical, Oil & Gas, Telecom, Transportation, Power, Infrastructure, Information Technology, Media, Jewellery, Security, Facility, Financial, Hospitals, Hotels, Educational and Service Industry etc. In a nutshell, we offer our services to all types of industries.

AIM has extended its work domain to PAN India. Our clientele ranges across industries, including larger organizations to small scale businesses and entrepreneurial start-ups.

Being **“YOUR EMPLOYMENT PARTNER”** we act as a platform, bridging the gap between the companies requirement and desired resources. Our state of the art services takes care of your Human Resource needs of all types, so that you can concentrate on your core business.

AIM goes beyond opening doors, working alongside our clients to help navigate challenging market, solve problems and implement strategies to manage risk and ensure ethical, efficient, cost effective and hassle free business solutions for its esteemed clients.



Our State Of The Art Services Includes



HR CONSULTANCY

HR consultants are generally called in to advise companies on a wide range of issues involving its workforce.

Our ultimate services are an ideal solution to be compliant in all aspects of statutes and labour laws which includes,

HR Aspects:

- Analysing, developing, revising, and implementing HR policies and procedures
- Auditing for any HR activities to ensure compliance
- Initiate and lead human resource programs and projects
- Presenting training sessions related to specific HR programs
- Assist in recruiting, training and management of personnel
- Ensuring HR agendas are aligned with employment law issues
- Acknowledging, suggesting and overseeing any changes related to workflow
- Establish grievances mediation process
- Developing methods for compiling and analysing data for reports and special projects
- Suggest and manage implementation of suitable HR technology for business advancement

Compliance Aspects:

- Provide complete consultancy for all statutory compliance, Acts and Labour Laws like PF, ESIC, PT, LWF, Contract Labour, Factory and Shops and Establishment etc
- Assist in registrations / renewals / amendments under the applicable Acts
- Assist in payroll process for the organisation
- Assist in, preparing Challans, ECR, KYC, UAN registrations, PF withdrawal etc
- Preparation and maintenance of statutory registers
- Timely submission of returns under the applicable laws
- Handling inspections and audits on behalf of the clients
- Liaison with government authorities
- Periodical audits of vendor compliances
- Identify and mitigate possible statutory compliance risks
- Due Diligence

Our goal is always the same: to embellish the company with an efficient, productive and cost effective HR department.





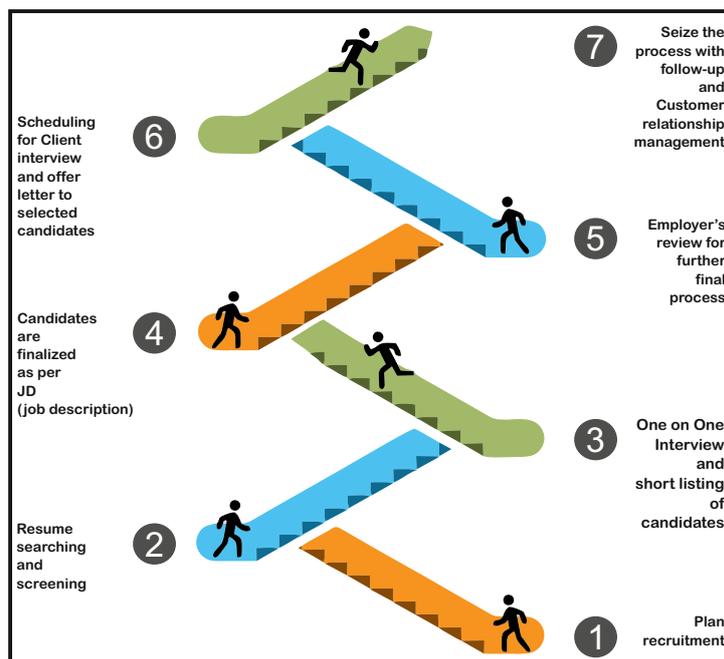
SERVICES

Recruitment & Placement

Employing a candidate with the company is very crucial, and who better than the client itself to tell us their expectations about the candidate. To make sure that client requirement meet the most excellent talent of candidate profile, We work closely with clients to determine the exact qualifications and skills needed in a prospect, and we interview candidates extensively to ensure their experience and needs are appropriate for the job and culture offered by our clients.

We run our recruitment process on the principles of transparency in aspect of our selected candidates and clients. AIM Placing the correct talent at its appropriate job profile is the basic fundamental profile of the HR. Our vast network and database of qualified applicants are the key of our success. We focus extra to present right candidate at very first stage of interview to meet quantity, quality and time guidelines.

PROCESS



Background Verification

An employee is known by the company and a company is known by the people it employs. Employee related frauds such as inflated salary slips, exaggerated past designations and misleading academic history can cause damage to the bottom-line month on month while the employee is still in the system. Criminal history, questionable political affiliations and a negative personality can cause severe damage to a company's reputation and future earning potential. Therefore, it is imperative that companies safeguard themselves by performing background checks on all hires.

AIM undertakes discrete as well as overt verification services in respect of employees/ prospective employees and out sourced staff; this includes comprehensive character screening background check and reputation management assignments.

We also provide assistance in the process of getting Police verification for Character and Antecedents all over India.





SERVICES

Training and Development

Training and development refers to the imparting of specific skills, abilities and knowledge to an employee. The fundamental aim of training is to help the organization achieve its purpose by adding value to its key resource – the people it employs. Training means investing in the people to enable them to perform better and to empower them to make the optimum use of their natural abilities.

TYPES OF TRAINING

Specialized Training

- Brand Management
- Sales and Business development
- Supply Chain Management
- Change Management
- Materials Management
- Production management
- Retail Management Programs
- Marketing Management
- Visual Merchandising
- Merger Acquisition
- Operation Management
- Administrative support
- Environmental management
- Liasoning

HR Training

- Talent acquisition
- Empower people with skills
- Employee relations
- Performance management
- Handling grievances
- Labour legislations
- Retention skills
- Industrial relations
- Risk management
- Anti-Harassment
- POSH & Women safety
- CSR Activities

Managerial Training

- Business Intelligence & Knowledge
- Performance management
- Supervision & Monitoring
- Planning & Budgeting
- Target Achievement
- Analytical and aptitude
- Negotiations
- Leadership
- Team building
- Group Discussion
- Problem solving
- Decision making

Safety & Security

- First Aid training
- Fire fighting Training
- Health administration
- Workplace safety
- Physical security information
- Monitoring security Devices
- Fraud awareness & Protection
- Accident Prevention & Safety Measures
- Loss prevention
- Crisis management
- Vigilence

IT & Professional Training

- MS Word (Basic)
- MS Excel (Basic)
- MS Office (Basic)
- MS Word (Advanced)
- MS Excel (Advanced)
- MS Office (Advanced)
- Quality Management System
- 5S Implementation & Audit
- ISO Management
- Train the Trainer
- Six Sigma Training

Personality Development Training

- Self Awareness and Transformation
- Business & Social Etiquette
- Perfrmance Enhancement
- Conflict Management
- Basic Supervisory Skills
- Communication Skills
- Interviewing Skills
- Presentation Skills
- Emotional Intelligence
- Group Discussion
- Goal Setting
- Adoptibility
- Personal Effectiveness
- Stress Management
- Time Management
- Team work
- Self-Motivation
- Email Etiquette



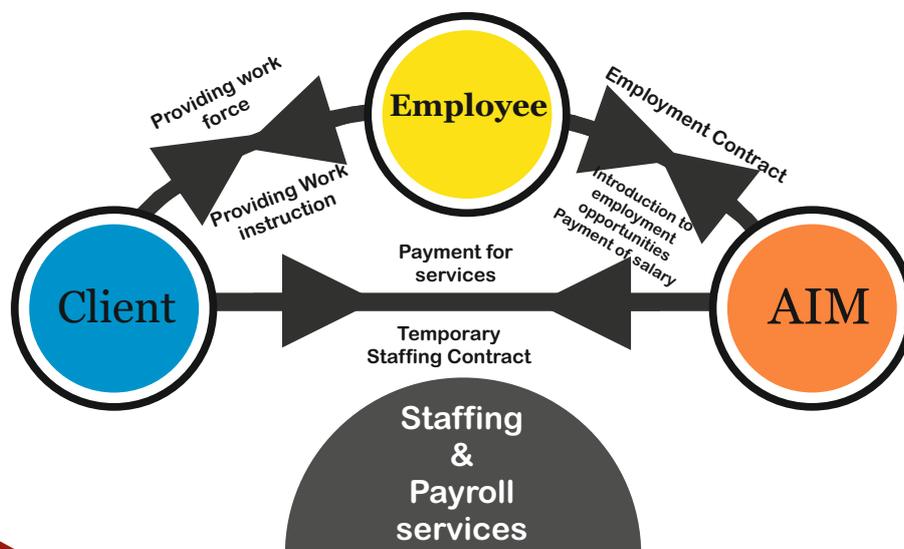
Staffing & Payroll Services

Contract-to-hire staffing module is the made-to order solution wherein the companies looking for its expansion plans can take this risk less staffing module. Contract-to-Hire module is a safe alternative to permanent hiring.

From the front-desk Receptionist to the Decision-making Board, AIM provides contractual employee's who have a diverse portfolio of skills, experience and understanding the key business processes

AIM offers payroll management services to the client, so you don't have to worry about you day to day hassles, enabling you to focus on your core business area. Our payroll process is based on following systems:

1. Collection of attendance from Client
2. Calculation of wages / salary
3. Calculation of allowance's /overtime
4. Deduction of PF & ESI
5. Deduction of required Tax's
6. Deduction of Advance, Lone, EMI etc.
7. Reimbursements of allowance's and Incentives
8. Preparation of individual salary slip
9. Preparation of net pay summary of unit
10. Deposit salary in bank account
11. Disbursal of Bonus, Incentives etc.
12. Maintenance of wages register company wise
13. Maintenance of other required registers company wise
14. Maintenance of applicable compliances documents





SERVICES

Labour Law & Statutory Audit

Audit under labour laws is a new concept, which is necessitated, in direct consequence of its non – compliance in large scale. Audit under the Labour and Employment laws is an effective tool for compliance management of labour, employment and Industrial laws.

In most cases, a law comes to light only after its contravention, resulting in severe penalties. Labour law audit is about keeping you aware and statutory compliance is keeping you away from the long arm of the law!

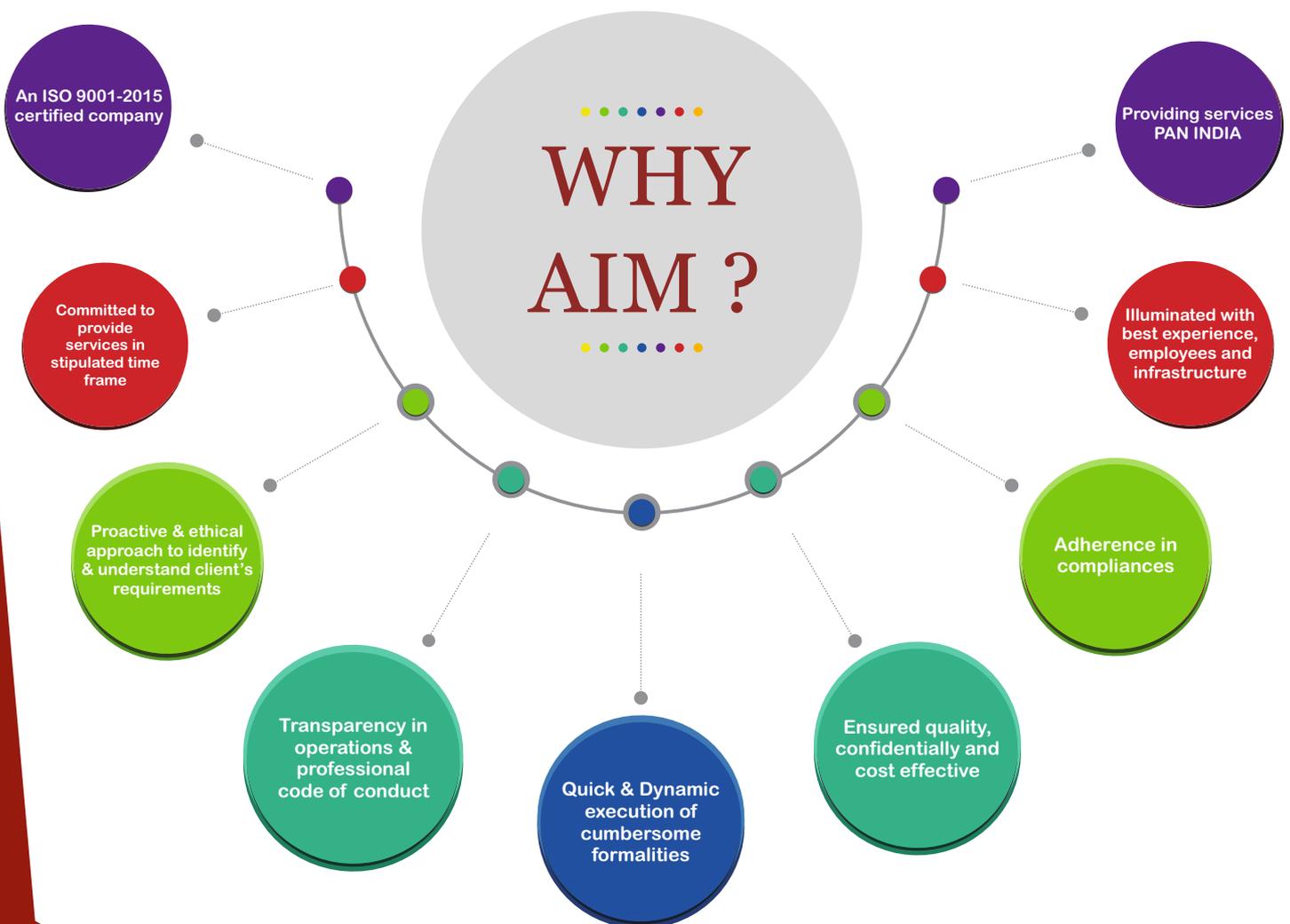
In audit, we cover all labour legislations applicable to an Industry/Business or any other commercial establishment which includes,

- Factories Act, 1948
- Trade Union Act, 1926
- Labour Welfare Act, 1953
- Maternity Benefit Act, 1961
- Payment of Wages Act, 1936
- Payment of Bonus Act, 1965
- Industrial Dispute Act, 1947
- Collection of Statistics Act, 2008
- Employment Exchange Act, 1959
- Employee Compensation Act, 2010
- Employees' State Insurance Act, 1948
- Unorganised Worker Social Security Act, 2008
- Contract Labour (Regulation and Abolition) Act, 1970
- Sexual Harassment of Women at Workplace Act, 2013
- Building & Other Construction Workers Welfare Cess Act, 1996
- Employees Provident Fund and Miscellaneous Provisions Act, 1952
- Child Labour Act, 1986
- Central Labour Act, 1970
- Minimum Wages Act, 1948
- Payment Gratuity Act, 1972
- Personal Injuries Act, 1948
- Plantation Labour Act, 1951
- Employee Liability Act, 1938
- Employment Exchanges Act, 1959
- Shop and Establishment Act, 1948
- Workmen's Compensation Act, 1923
- Other Applicable Statuary Complines.



We believe in long term RELATIONSHIP

Some facts that make us a preferred HR consultant are,



Arise



Integrated Multiservices Private Limited

Your Employment Partner

Contact Us



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