



Diverse HR Services
That adds value to your business

Pune, Silvassa
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www.phoenixworldwide.in

Vision, mission & VALUE

Vision & mission

- To support talent worldwide,
- To become a global player in providing HR Solutions.
- To become a trusted partner by adding Value to the human capital.

Values

- Confidentiality & Integrity
- Passion & Commitment
- Joyful & Effective Working



LONG-TERM PARTNERING SERVICES

HR OUTSOURCING

Recruitment & On boarding support, HR policies, Performance management support, Compensation & Benefits Support, Employee engagement, Learning & Development, Organizational development interventions

LEADERSHIP & TALENT MANAGEMENT

Reviewing business growth plans, Understanding Talent requirements, Designing Competency framework, Designing of leadership models, Assessment through Development Centers, Identifying internal Hi-pots, Preparing IDPs, Matching Individual career aspirations & business roles

INTERVENTIONS THROUGH LEARNING PARTNERS

Customized training solutions for workers / associates, middle management / supervisory staff, senior management, special learning programs, other interventions

STATUTORY COMPLIANCE MANAGEMENT

Labour Law compliance Audit, Licence application/amendment/renewal, Maintenance of statutory registers, records, notices and returns, Liaison with Factories, Labour, ESI and PF authorities, Remittance of statutory payments, Continuous monitoring of contractor compliances



SHORT-TERM SPECIFIC ENGAGEMENTS

Executive search

International / Expat Hiring, CEO/CXO/COO/CTO, Middle & Senior management roles, Temp / Fixed Term Staffing, Campus Connect, Bulk Hiring

Surveys & assessments

Employee engagement level, Line Manager's capability to handle people issues, Leadership Effectiveness & perceptions, Organization Climate

HR Process & Compliance Audits

Audit process includes Pre Audit Information, Pre Audit Self Assessment, Onsite Review & data collection, Report submission to Management, Reaudit / verification as per agreed timeline

Specific learning programs

First Time Manager Program (FTM), Performance Enhancement Program (PEP), Leadership Excellence Program (LEP), Building High Performance Teams (HPT), Coaching for Line Managers (CLM), Assessment Center / Development Center (AC/DC), etc.

HR POLICY CLUSTER

Policy Design, Development & Deployment, Organization Philosophy Cluster, Employee Conduct & Discipline Cluster, Recruitment, Selection & Induction Cluster, Employment Rules Cluster, Basic Cluster, Performance & Development Cluster



CLIENTS



Our clients represent a wide cross-section of industry sectors and organization sizes.

**This is a partial list. A complete list can be provided on request.*

Management Team



RAJESH SINGH

Co-founder & Director

Rajesh Singh has over a decade of entrepreneurial experience in managing Executive Search Firm. He is also acting as a business consultant and serving many SMEs & startups and adding immense value to the organization. With an emphasis on labor relation and statutory compliance management, he has been always an unwavering cradle for clients to ensure complete compliance towards the standards. He also ensures that all service offerings of the company have a value-add element.



CHARLOTTE LOBO

Director

Charlotte has over a decade of experience in the area of Human Resource Management in various capacities with IT, Manufacturing and Corporates. She has special interest in areas related to Entrepreneurship, Business Development, Human Resource Development and CSR. Result oriented professional who thrives on tough challenges and translates visions and strategies into quick, actionable and value added goals.

Talent Acquisition Team



NARGIS SHAIKH
Team Lead - Pune

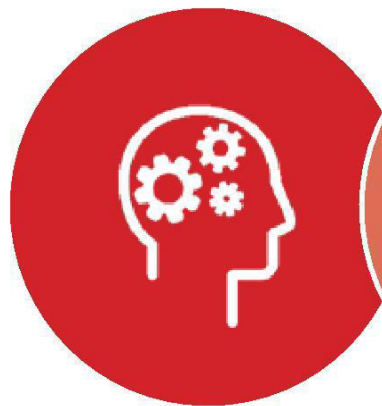
Nargis has around 6 years of experience and in depth knowledge about the recruitment industry. Experience in social media sourcing, filling both temporary and permanent positions.
Key Competencies & Skills: Headhunting, interviewing, negotiating, desire to win, positive attitude.



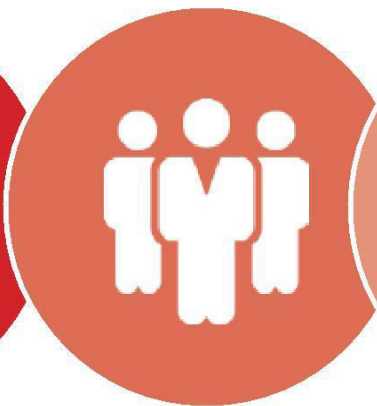
HEENA MALVIYA
Team Lead - Silvassa

Heena has around 4 years of experience into Recruitment industry. Energetic professional with experience in screening, assessing candidates, maintaining client relationships, negotiating, daily time planning. Key Competencies & Skills: Headhunting, Negotiating, Eye for detail, People skills, positive attitude.

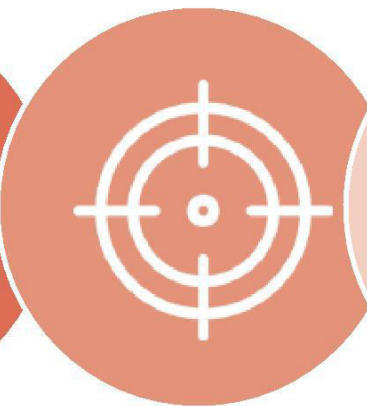
The phoenix advantage



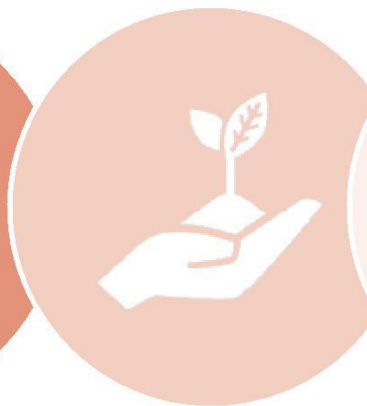
DOMAIN
EXPERTISE
in various
industry sectors



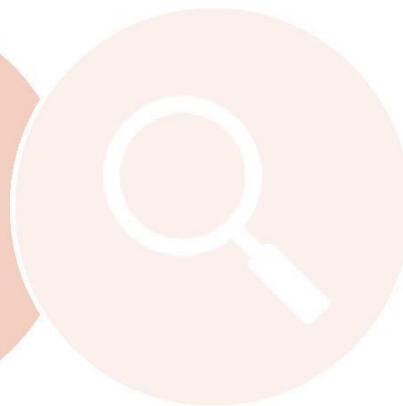
PARTNER
NETWORK
of accomplished
leaders with
a legacy of
successes



DIVERSE
SOLUTIONS
that are cost-
effective and
customized



CLIENT
CONNECT
founded on
the principles
of relationship
building & service



ACTIVE
DATABASE
of 100,000+
job seekers



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Branch Office: 13, 14, Gokul Complex, Opp. Radha Weigh Bridge, Vapi- Silvassa main road, Amlı, Silvassa-396230

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“WE HELP YOU GROW YOUR BUSINESS”