We Bring More Life to People
TalentPro India (www.talentproindia.com) is a part of the Briley Group, an international conglomerate based out of Singapore and US. Briley Group (www.brileygroup.com) is a privately held multinational company with holdings in the aviation, hospitality, business process outsourcing, technology and service sectors, valued in excess of US$ 3 billion. These businesses span a wide geography including China, Southeast Asia, Europe, North America and Australia.

Incorporated in 2000, TalentPro India is a fully integrated Human Resource consulting and outsourcing firm providing services such as Payroll Processing, HRMS, Staffing, Executive Search, Compliance Services, Accounts outsourcing, Technology solutions and Corporate Training. TalentPro caters to organizations of varying dimensions from medium size companies to large, multinational corporations across verticals such as Telecom, Manufacturing, FMCG, BFSI, Logistics and Retail and has offices in eight major Indian cities.

TalentPro is an India leader for trusted HR and related products and services. Through our work, we make a positive impact in the lives of our clients, our partners and our workforce. We do this everyday by enhancing their financial security, productivity and relationships within their own teams, and how they take on their interactions with the world.

At TalentPro, we bring more life to people.

TalentPro’s mission is to contribute through transformational HR processes, powerful and sustainable performances, helping enterprises to manage costs and improve operating efficiencies. We will work to win customer respect for our expertise, relationship skills and value offerings in the field of HR outsourcing. Our services and products help to promote happier individuals who will create more pleasant, enjoyable and efficient way of work cultures.

**TALENTPRO’S VALUES**

- **Fair Play:**
  Being a transparent and honest organization that believes in absolute integrity to all its key stake holders.

- **Knowledge:**
  Being recognized as a knowledge partner for our customers.

- **Creativity:**
  To foster the spirit of entrepreneurship in each of our employees that will result in bringing more “people to life.”

- **Respect:**
  Respect for our values and all that our stake holders stand for.
**PAYROLL PROCESSING**

TalentPro’s Payroll Processing works in a fully automated & integrated environment by gathering data on employee time and attendance, calculating various deductions and taxes, and generating periodic payslips and employee tax reports.

- Web Based Time & Attendance Management
- Payroll, Reimbursement, Income Tax & separation Process
- Web based Query Management System
- SLA on Process & Deliverables
- Multi level Quality Control
- Globally accepted SSAE 16 control on our Process & Quality
- Post process Help desk & review
- Automated Process, System Generated Reports & MIS
- Defined Back up, Business Continuity & Disaster Recovery
- Dedicated Employee Self Service Portal
- Salary information on mobile

**STAFFING**

Staffing involves finding the right people with the right skills and abilities who are hired or migrated from existing company rolls. TalentPro manages Deployment, Payroll, Regulatory & Statutory Compliance functions for the clients allowing them to concentrate on their core businesses which reduces HR & Administration costs.

TalentPro’s full fledged enterprise work force management solution includes

- Bulk recruitments across India
- Web Enabled Attendance & Leave module
- Induction through Audio
- Timely salary process and disbursals
- SMS alerts to associates
- Automated letters and reminders
- Help desks
- Customized Mobile App
- Digital Library for Uploading the Associate Joining Kits
- Defined SLA on Process & Deliverables
- Web enabled employee information centre
- Web enabled query management system
- Mobile based query management system
- Compliance management
- Dynamic MIS Reports to clients
- Online Dashboard
- Staffing services in more than 450 locations
LABOR LAW COMPLIANCE

Compliance and risk management are necessary either due to statutory requirements or as a requirement of global best practice and corporate governance. Our Team of professionals will assist you to be compliant with various labour laws, as non-compliance may prove costly for any organisation and it could be a stumbling block in achieving the business goals. We help our clients to focus on their core business while we take care of the complex labour laws and alert our clients on the risks and consequences of noncompliance.

- Audit under various labour laws and providing solutions
- Registrations and renewals of licenses
- Handling inspections and Audits from labour departments
- Handling monthly activities from contributions to returns
- Automated reports and MIS to clients
- PAN India Presence with sound expertise in labour laws applicable across States
- Expertise in handling Labour Cases with hands on experience having handled critical cases.
- Strong teams with experience in handling online PF, ESIC, PT and LWF activities PAN India.
- Constant updates to clients on various amendments across statutes across locations.

Recognised as one of the fastest growing mid-sized company by Inc
EXECUTIVE SEARCH

Recruitment refers to the process of sourcing, screening and selecting people for a new position or a replacement within an organization.

TalentPro - a member of ERA, helps clients to bring the right Talent.

- Internally create & freeze the mandate which is then approved by the client
- Extensive research, candidate mapping for grade, skill & competency
- Short listed candidates are screened, briefed and coached about the position
- Candidate assessment reports are submitted to the client
- Interviews for short listed candidates are fixed by taking into account all logistics
- Comprehensive involvement in the negotiation, offer and joining stages
- Referrals, analysis & confidential reports are made available

TRAINING

TalentPro Training Team has a cumulative experience of over 3000 man days of training spread across industries, functions and skill sets. We are well versed with CRT (Class rooms), Workshops, OBT (Outward - Bound Training) and OJT (On-The- Job Training).

You can choose from either a range of our signature training programs or employ us to custom make a training program for you as per the skill, will and knowledge levels of your employees. We have a scientific and client friendly process to identify unique training requirements of each company and suggest appropriate solutions.

Our Training Specializations

- Soft Skills
- Leadership Skills
- Interpersonal Skills
- Communication Skills
- Personality Development
- Presentation Skills
SOFTWARE DEVELOPMENT

With a cumulative experience of 50+ years, we offer the latest development and technology standards, by applying cutting edge software engineering methodologies and integration procedures, customized per requirement. Our domain expertise in software development encompasses:

- Dotnetnuke Content Management System (CMS) development
- Hybrid Mobile app development for iOS / Android / Windows
- HR Domain software development
- Web Site design & Development
- Custom Application Development

HRMS / HRIS

Our internally developed Human Resources Management System (HRMS) or Human Resources Information System (HRIS) application helps in providing real-time data to HR and business heads, allowing them and payroll professionals to streamline processes, improve employee service, and become more proactive and strategic. Our Application enables:

- Employee Life Cycle
- Time & Attendance Module
- Leave Management
- Employee Self Service
- Announcements
- Travel & Claim Management
- Performance evaluation & appraisal
- Employee Exit Survey & Management
- Exam Online
- Survey Online
- Letter Management
- Suggestion & Reward
FINANCIAL AND ACCOUNTING SERVICES

Our Financial and Accounting services (FAS) provide Record-to-Report(R2R) solutions encompassing:

Transaction Processing Solutions
- Fixed Assets Management
- General Ledger - Upkeep & Maintenance
- Accounts Receivable / Accounts Payable Management

Business Processing Solutions
- Tax Administration
- Working Capital Management

Report Requirement Solutions
- Preparation and presentation of financials as per statutes
- Management Information Systems
- Filing of returns under Income Tax Act and Companies Act – in consultation with the auditors

FAS is being manned by qualified/experienced executives, with good infrastructure support and data center / back up mechanisms in Chennai and with Disaster-Recovery (DR) set up in Singapore.

Exempted PF Trust Management

We provide the following services for exempted PF Trusts:

- Subscription Accounting, Benefit Disbursements, Loan Management
- Trust Accounting (Cash & Bank), Preparation and Presentation of Financials
- Investments – Monitoring, Providing early warning signals so as to abide by statutory norms & Exception reporting.
- A dedicated team of professionals with domain expertise handle this vertical.
- An efficient query management system and a user-friendly web portal for employees are the key differentiators of our exempted PF trust management services.
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