


TalentPro India HR Pvt. Ltd



Take Benefit from Our Work

SUCCESS

PRODUCT RESULT

PROCESS TEAM


COMMUNITY GROUP

IDEA WORKSTATION

SERVER STORAGE

We Bring More Life to People

Payroll Solutions Staffing Solutions Labor



TalentPro[®]
People Resource Solutions

The image is a promotional graphic for TalentPro India HR Pvt. Ltd. It features a large, stylized yellow arrow pointing upwards and to the right, set against a background of white hand-drawn sketches on a blue surface. The sketches include various business and technology-related terms and diagrams, such as 'SUCCESS', 'PRODUCT', 'RESULT', 'PROCESS', 'TEAM', 'COMMUNITY', 'GROUP', 'IDEA', 'WORKSTATION', 'SERVER', and 'STORAGE'. There are also numerical values like '300', '400', and '500' scattered throughout. At the top left, the TalentPro logo is displayed, and at the bottom, the company's tagline 'We Bring More Life to People' is written above a list of services: 'Payroll Solutions', 'Staffing Solutions', and 'Labor'. The TalentPro logo is repeated at the bottom right.

TalentPro - An Overview

TalentPro India is a part of the Briley Group, an international conglomerate based in Singapore and the US. Established in 2000, TalentPro is a fully integrated HR consulting and outsourcing firm offering a range of services including Payroll Processing, Staffing, Recruitment, Compliance, and Corporate Training.

TalentPro caters to organizations of all sizes, from medium companies to large multinationals, across diverse sectors such as Telecom, Manufacturing, FMCG, Financial Services, and Retail. With offices in six major Indian cities, TalentPro leverages its extensive industry expertise to support clients nationwide.

The image features a large, stylized graphic on the right side. It consists of a blue and white background with a yellow diagonal banner that reads "Take Benefit from Our Work". The graphic is filled with hand-drawn white lines and text, including a flowchart with boxes labeled "PRODUCT", "RESULT", "PROCESS", "TEAM", "COMMUNITY", "GROUP", "IDEA", and "WORKSTATION". There are also various symbols like a bar chart, a pie chart, a cloud labeled "SUCCESS", and numbers like "300", "400", "500", and "50%". The TalentPro logo is visible in the top left corner of the graphic area.

We Bring More Life to People

Payroll Solutions Staffing Solutions

TalentPro
People Resource Solutions

Philosophy and Quality Policy

Culture of Trust and Innovation

We foster an environment where employees are empowered to innovate, solve problems, and grow, enabling us to create value for the organization.

Customer-Centric Approach

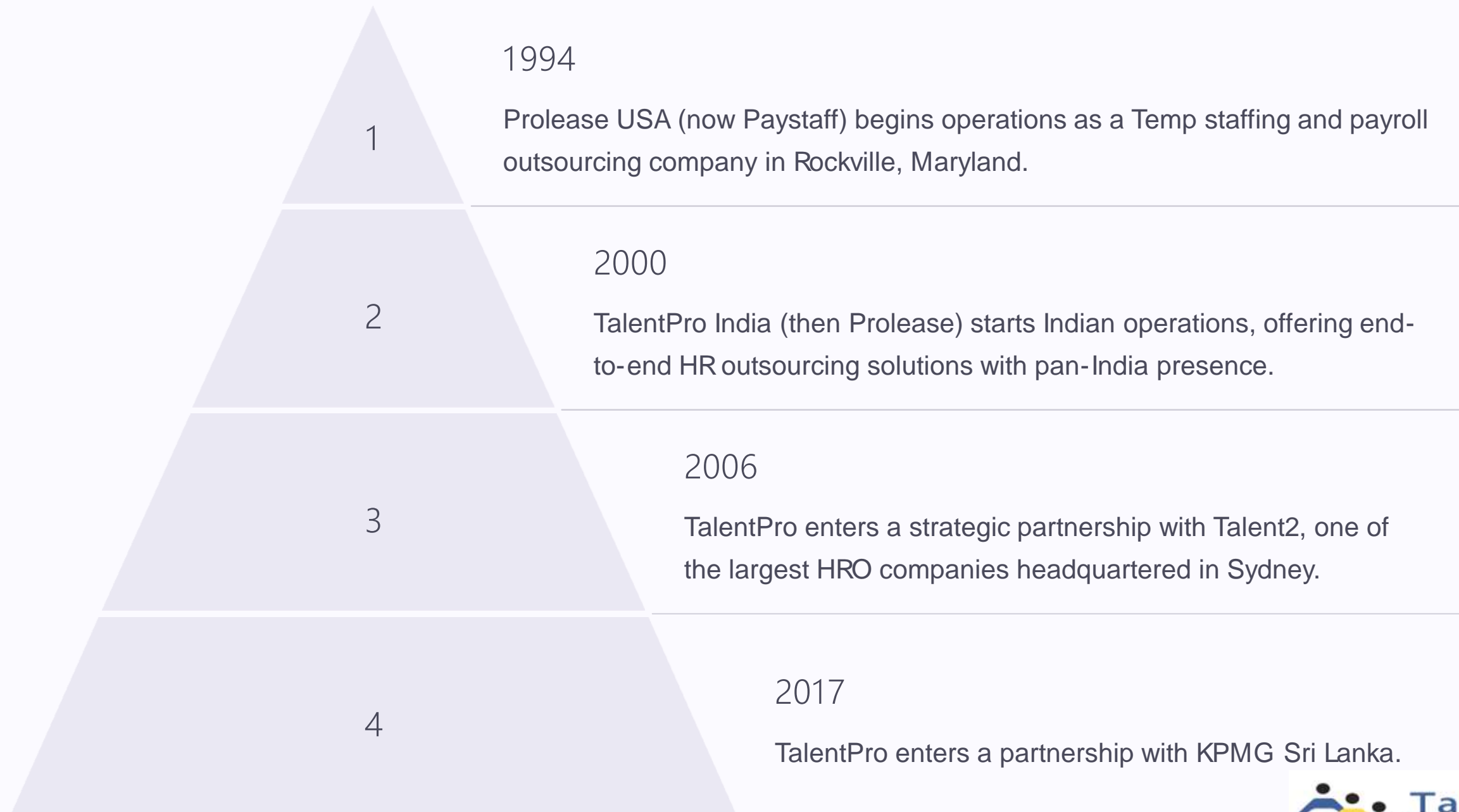
Our Quality Policy is built around understanding customer requirements and designing solutions to consistently meet their needs before and after sales.

Continuous Improvement

We strive to create a culture of quality and a preferred workplace where improving our people, processes, and services is an integral part of our operations.



Company Milestones



Key Personnel of TalentPro

Bala Ramamoorthy - Founder

Bala Ramamoorthy created our global entity to respond to the diversity of business process needs he experienced as a business owner. His accomplishments were recognized by prestigious awards such as the Mass Mutual Blue Chip Award (1999), finalist for the Ernst & Young Entrepreneur of the Year Award (1998, 1999 and 2000), and the Citizen of the Year Award from the Montgomery County Park Police (1997). He is a member of NAFEO and MAAPE.

S Raghavan - President

S Raghavan has over 28 years of experience in Finance, with expertise spanning manufacturing, telecom, travel, logistics and trading sectors. He has been instrumental in setting up and reengineering systems and processes around core accounting, taxation, de-mergers, public issues, funds planning, and legal/secretarial functions.



Services Offered



Staffing

We handle recruiting, deployment, payroll, and compliance to reduce HR and administrative costs for our clients.



Payroll Outsourcing

Our automated processing module calculates employee time, deductions, taxes, and generates pay-slips and reports.



Statutory Compliance

Our compliance services provide end-to-end support to ensure clients meet all legal and regulatory requirements.



Recruitment

We offer comprehensive recruitment services to source, screen, and select talented candidates for our clients.

A Case Study



Long-Term Partnership

TalentPro's comprehensive staffing solutions have enabled a leading IT MNC to seamlessly manage their high-end consulting employees for over 5 years, fostering a true partnership.



Specialized Services

From salary structuring and tax management to employee benefits and full-cycle HR support, TalentPro has delivered the complete spectrum of services tailored to the client's unique needs.



Exceptional Results

The client has derived immense value from TalentPro's world-class expertise, resulting in a highly satisfied and productive workforce - a true testament to the success of this partnership.



Office Locations

Presence Across India

TalentPro India HR Pvt. Ltd. has a strong presence in major cities across the country, including Delhi, Mumbai, Pune, Kolkata, Bangalore, Hyderabad, and Trichy.

Headquarters in Chennai

The company's head office is located at #64 (old No. 30), III Floor, E thiraj Salai, Egmore, in the heart of Chennai - 600 008.

Strategically Placed

These office locations allow TalentPro to serve clients and candidates across the country, providing seamless HR solutions and staffing support.



Existing Clients

Manufacturing Clients

TalentPro has partnered with leading manufacturing companies like Panasonic India, Godrej & Boyce, and Eveready Industries India to provide staffing solutions.

Financial Services Clients

Our expertise extends to the financial sector, servicing clients such as HDFC Bank, IDBI Bank, and Reliance Life Insurance.

Consumer Brands

We support prominent consumer brands like Hindustan Coca-Cola, Titan Company, and Lotus Herbals with their staffing needs.

Diverse Industries

Beyond manufacturing and finance, TalentPro's client list includes companies from diverse industries like agriculture, textiles, and personal care.

Staffing Team Structure

1 Experienced Leadership

The 150-member staffing team is headed by Mr. Dhanasekhar, the Head of Staffing, and Mr. Kapil, the AGM of Staffing and Recruitment.

2 Dedicated Business Development

Santosh Jangid, the Business Head, and Habbaza Hashmi, the Senior Manager of Business Development, report directly to the President, Mr. Raghavan.

3 Robust Compliance

A standalone Compliance team of 70 members, headed by Mr. Sainathan, ensures adherence to all relevant regulations.

4 Auditing Excellence

An Audit team, led by a qualified Chartered Accountant, provides comprehensive financial oversight.





Recruitment and Sourcing

Inhouse Portal, Database generation, and Job Fairs are key components of the recruitment and sourcing process. The company also leverages partnerships with ITIs, Employment Exchanges, and NGOs to expand its candidate pool. Tele-calling on the existing database of 40,000 associates and new database generation are ongoing efforts. Additionally, the company organizes weekly job fairs and sets up resume drop boxes in high-traffic locations.

Technology

Tech Team

The technology team is based in Chennai, Hyderabad, Singapore, and the US, with a 20-member software development and support team.

Infrastructure

The company has a 6 Mbps leased line for internet connectivity and dedicated high-end servers to support its processes, including web, email, and data file management.

Process and Delivery

1

Requirement

The client provides the job requirement, job description, and other details.

2

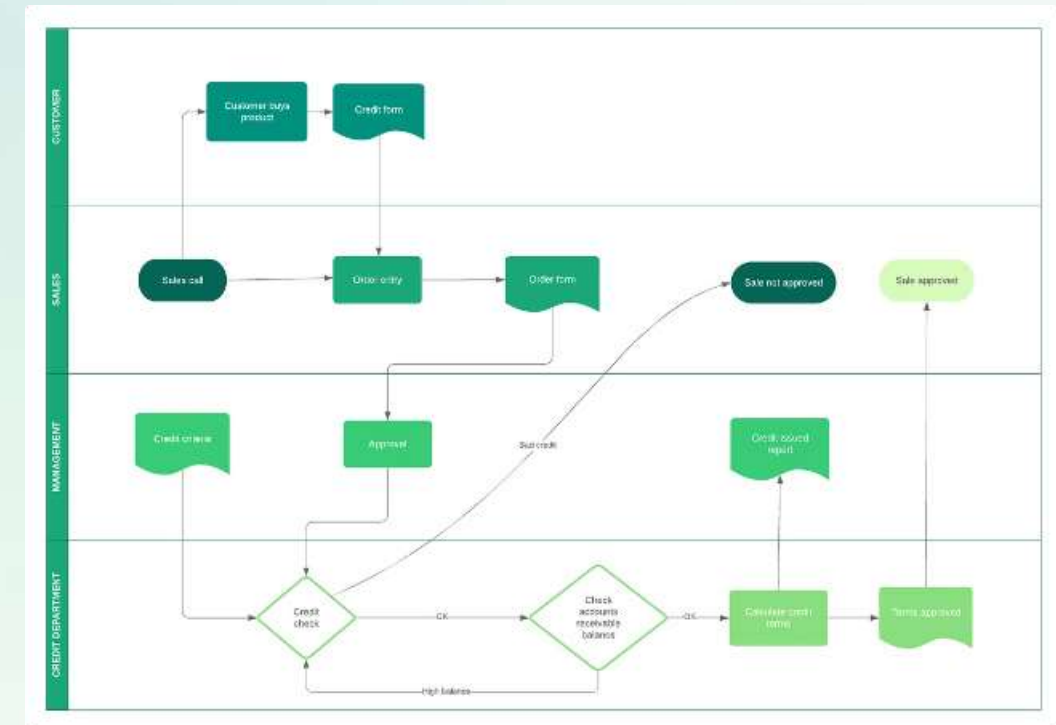
Shortlisting

The TalentPro recruitment team works on shortlisting candidates and sends profiles to the client.

3

Offer and Onboarding

The client provides details of the selected candidates, and TalentPro coordinates the offer, acceptance, and joining formalities.



10 STAGE RECRUITMENT PROCESS

Recruitment Process

1

Requirement

Client provides the requirement, job description, and other details.

2

Sourcing

TalentPro recruitment team sources candidates through various channels, including personal references, job portals, database, and job fairs.

3

Screening and Shortlisting

TalentPro conducts initial interviews and shortlists candidates based on the number of vacancies.

4

Selection

Client conducts interviews and on-the-job assessments to select the final candidates.

Joining Formalities

Approval Process

Candidate selection is subject to approval from IDBI Bank. The joining date is confirmed after this approval.

Documentation

Candidates are required to fill out online joining forms and upload necessary documents, including Aadhaar card, PAN card, bank details, ESIC number (if applicable), updated CV, education certificates, and previous employment documents.

Offer Letter

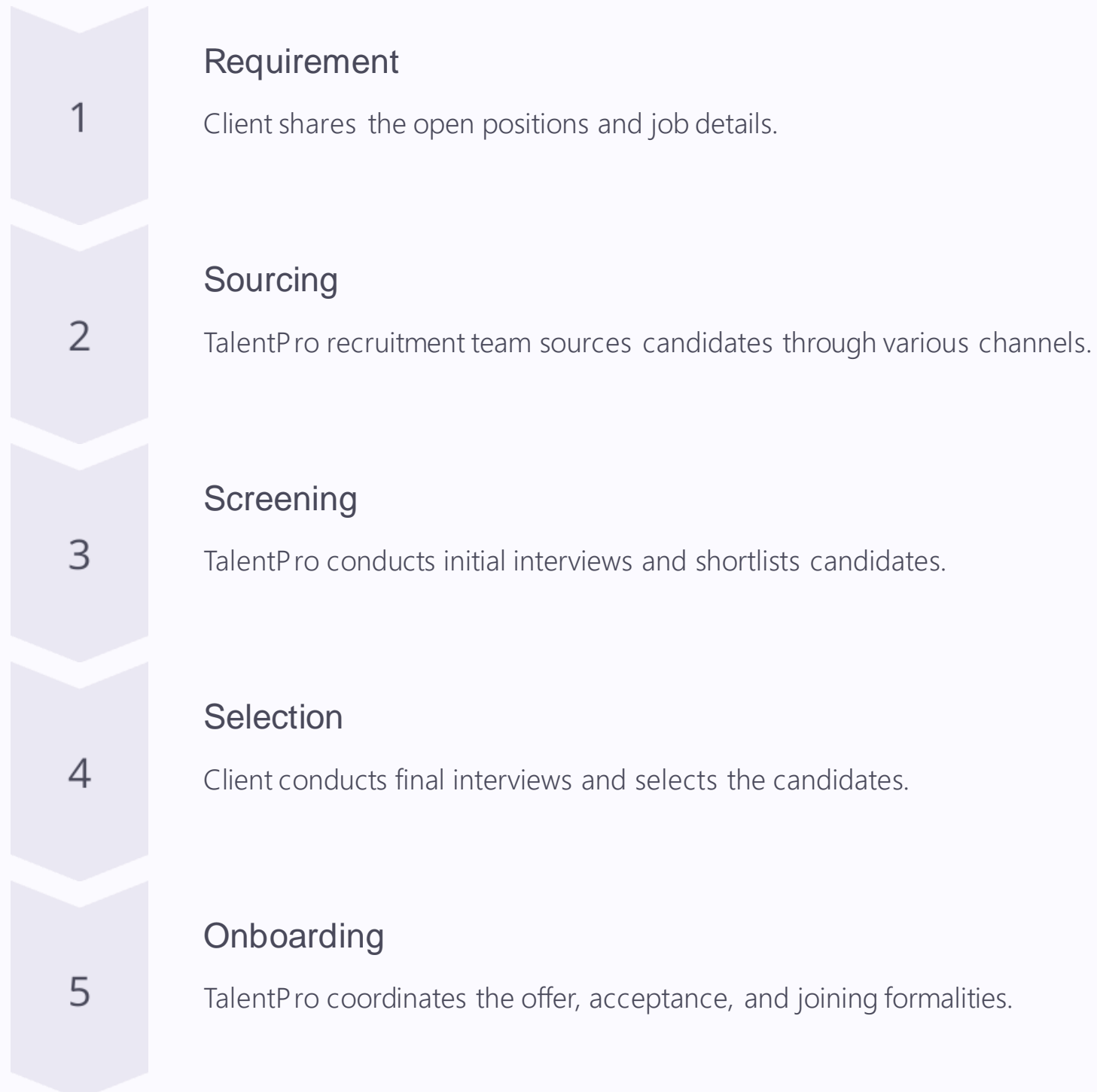
The offer letter is issued to the candidate on the mutually agreed joining date, based on the completed documentation.

Personal Data Updates

Employees are responsible for promptly notifying any changes in their personal data, such as mailing address, contact information, and bank account details.



Recruitment Flow





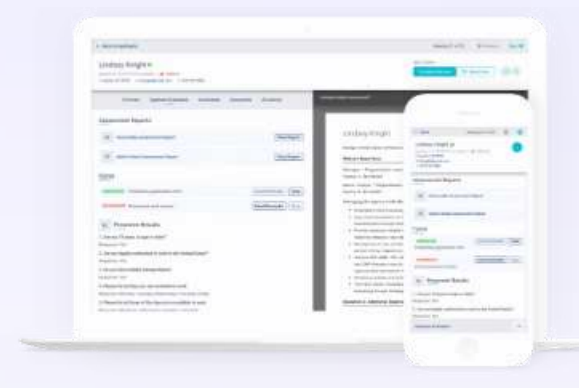
Requirement of Open Positions

Client shares the number of open positions



Sourcing

TalentPro recruitment team sources candidates through various channels



Screening / Shortlisting

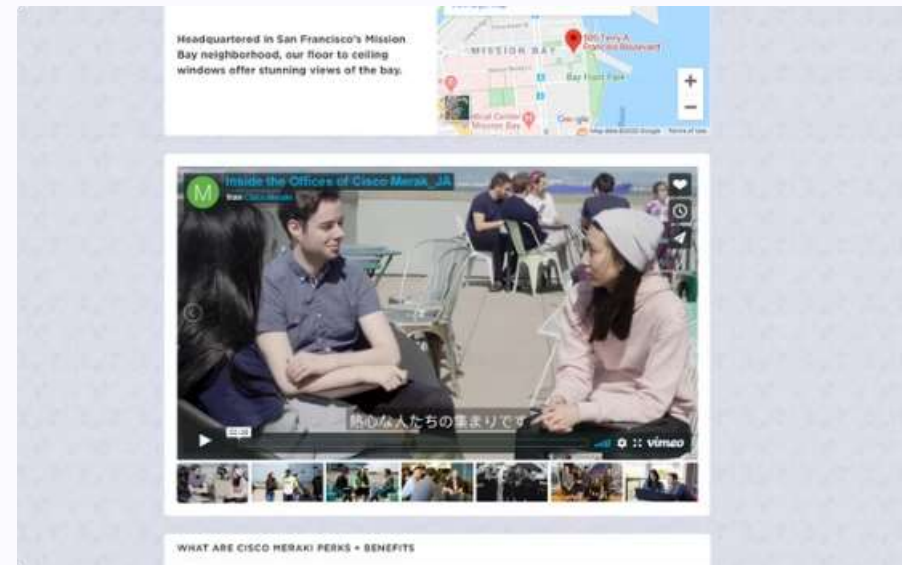
TalentPro conducts initial interviews and shortlists candidates



Selections

Client conducts interviews and on-the-job assessments to select the final candidates

Recruitment Process



Requirement Identification

The TalentPro team works with the client to understand the open positions and job details.



TIPS FOR PREVENTING CYBER FRAUD



Follow general best practices



Keep your technology up to date



Be cautious with public networks



Be strategic with your login credentials and passwords



Be sure you're on a secure website



Beware of phishing



Fraud Prevention Measures



Regular Audits

Thorough audits are conducted, and any deviations or suspicious findings are promptly investigated and addressed.



Enhanced Employee Background Checks

Comprehensive background checks are performed on all potential hires to ensure their history and integrity align with the company's standards.



Termination Clause

The appointment letters include a termination clause as a deterrent against fraudulent activities, with immediate termination and potential legal action for any involvement in such activities.





Compliance and Handling Labor Disputes

1

Compliance of Applicable Labor Laws

The company ensures compliance with the CLRA Act and other applicable labor laws, including maintaining required licenses, registers, and returns for PF, ESI, PT, and LWF/WWF.

2

Handling Labor Inspections and Disputes

The company supports the principal employer during labor inspections and handles any disputes or complaints through its staffing HR team.

3

Audit Compliance

The company submits CLRA documents for monthly audits and attends vendor audits as needed.

Continued Compliance and Onboarding



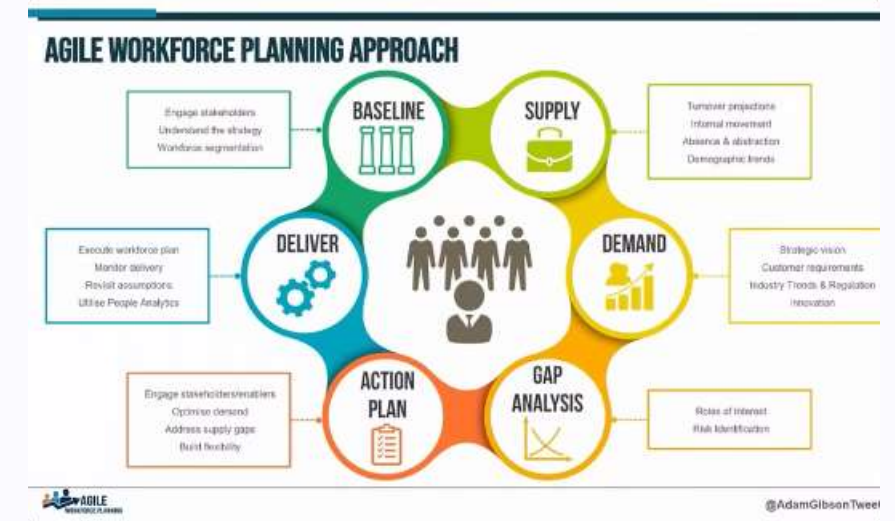
Regulatory Compliance

Ensuring adherence to CLRA Act, PF, and ESI requirements.



Smooth Onboarding

Welcoming and integrating new hires into the organization.



Workforce Growth

Critical functions for the continued success and expansion of the organization.

Compliance and Audit Support



Coordination with Principal Employer

Coordination with the Principal Employer for inspections and submission of CLRA License, Registers, and Returns along with proper replies in case of notices.

Dispute and Complaint Resolution

Disputes and complaints will be taken care of by the TalentPro HR SPOC.

Document Submission and Audits

Monthly CLRA documents submission for audit, including Registers, PF & ESI Challans & ECR, PT & LWF/WWF Challans and Receipts, and Half-yearly or Yearly returns as per the CLRA Act.

Vendor Audits

Attending CLRA – Vendor Audit as per need, both at the client and at the department level requirements.

Onboarding Process

1

Database Creation

TalentPro to create a database of the candidate (prescribed format - with all mandatory details) on the date of joining.

2

Joining Formalities

Candidate visits TalentPro office to complete the joining formalities. TalentPro to make sure that all the joining formalities are done before the candidate joins the Client. For upcountry locations, TalentPro representative will travel to complete the joining formalities. TalentPro has E onboarding process as well.

3

Offer and Appointment Letters

TalentPro will issue the offer letters on the date of joining and within 10 days, appointment letters and open Bank accounts.

4

Induction and Support

Face-to-Face or an Audio Induction is taken for the associates to make them aware of the different benefits. Periodic help desks are arranged for the associates to resolve their queries.



Payroll and Salary Disbursal

Database Creation

TalentPro to create a database of the candidate (prescribed format - with all mandatory details) on the date of joining.

Joining Formalities

Candidate visits TalentPro office to complete the joining formalities. TalentPro to make sure that all the joining formalities are done before the candidate joins the Client. For upcountry locations, TalentPro representative will travel to complete the joining formalities.

Offer and Appointment Letters

TalentPro will issue the offer letters on the date of Joining and within 10 days, appointment letters and open Bank accounts.

Separation Process

- 1** — Resignation Approval
Associate has to send a resignation approval mail to the Client HR, keeping the manager in the loop.
- 2** — Exit Formalities
TalentPro has to contact the resigned employee to initiate the exit formalities and explain all the formalities that an associate has to complete in order to finish the exit formalities. Associate in turn should coordinate with TalentPro for a smooth exit.
- 3** — Full & Final Settlement
Full & Final sheet will be sent to the resigned employee by TalentPro for acknowledgement. After receiving the acknowledgement sheet, TalentPro will process the F&F settlement within 30 days from the date of relieving.
- 4** — Documentation
Experience and relieving letters have to be issued to the associate if there is no recovery/pending issues from the associate. PF Transfer/Withdrawal for Resigned Employees - TalentPro to initiate the process within 2 months of the associate leaving the client.



Disciplinary Process

1

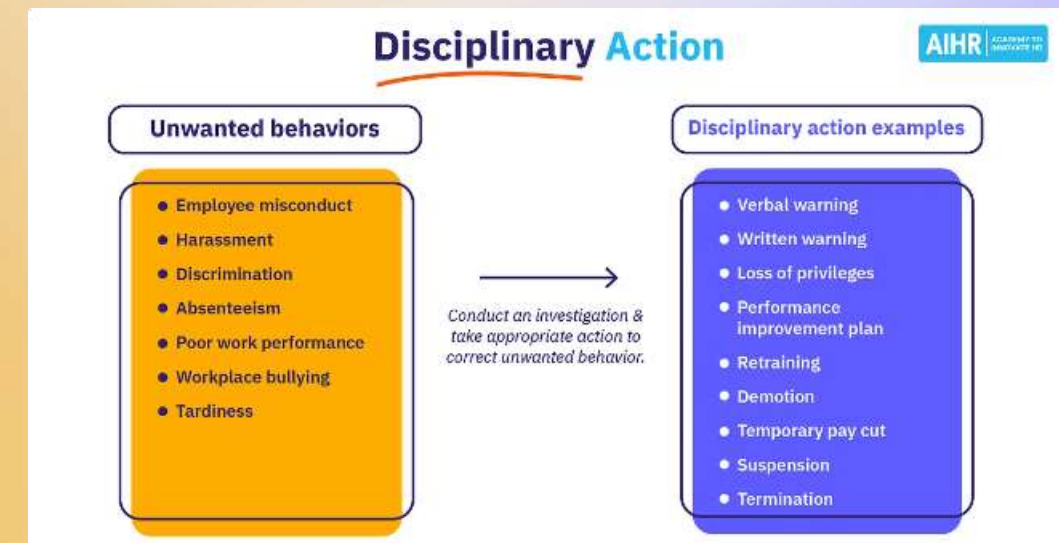
Unauthorized Absence/Absconding

The client HR to intimate TalentPro with the absconding associate's name, date of leaving, and number of working days. TalentPro to send a warning letter by Registered post to the associate's communication address (Salary will be kept on hold as per approval from the client).

2

Professional Misconduct

TalentPro will send a warning letter with reference to the AL issued as per the Section 11 of clause 2(A) through Registered Post to the associate based on the facts of the case provided by the client. A copy of the warning letter will be shared with the Client-HR.



Associate Benefits

1 Minimum Wages Compliant

Associates are paid as per the minimum wages compliance.

3 Salary Through Bank

Associates receive their salary through bank accounts.

5 Payslip

Associates receive their monthly payslips.

2 PF/ESI Benefits

Associates are provided with PF and ESI benefits.

4 Ontime Salary Payment

Associates receive their salary on time through bank transfers.

6 PF Balance Checking

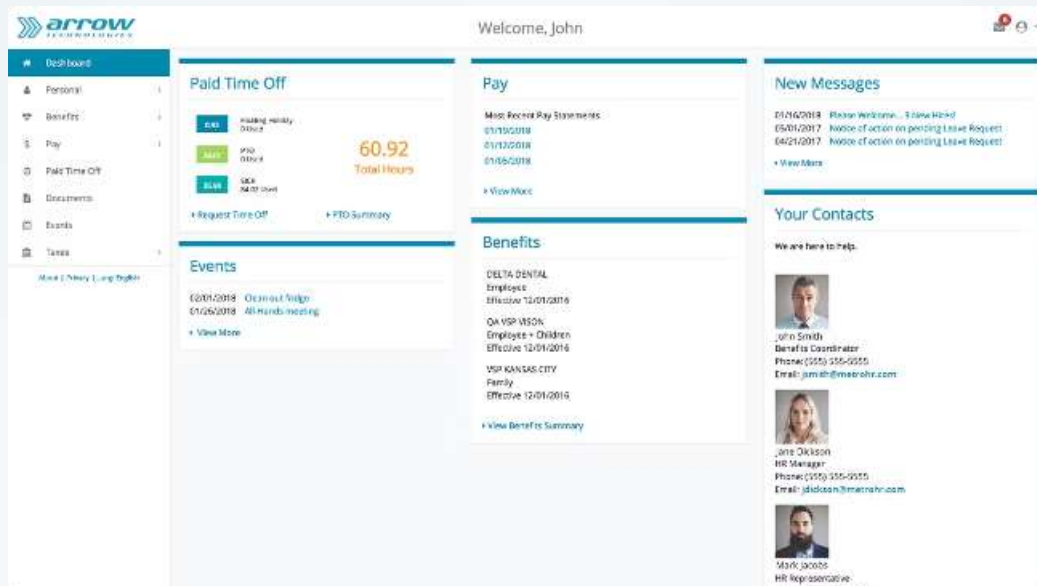
Associates have the facility to check their PF balance.

Value-Added Services



EPIC

Employee Personal Information Centre for associates



Dashboard

For the Client with various MIS reports



Digital Library

Joining kits scan of the associates with all the proofs

Value-Added Services (Cont.)



QMS

Query Management System for Associates & Clients



SMS Alerts

For employee communications and salary disbursements



Call Back Service

Toll-free number for associates to address queries



COMPLIANCE

Compliance Administration

Provident Fund

Liability working along with payroll process,
Remittances by due dates defined in statute, Monthly
returns by due dates defined in statute, Annual
returns by due dates defined in statute, Associate-
related activity like Nomination forms, Transfer forms,
and Settlement forms.

Other Requirements

Handling any other requirements as needed to ensure
compliance.

Compliance Administration

Talentpro's Compliance Administration services ensure that organizations stay up-to-date with all relevant statutory requirements, from managing employee benefits to maintaining proper documentation. This comprehensive approach helps clients focus on their core business while leaving the complexities of compliance in capable hands.

Alexis Technologies
info@alexistech.com, 222 555 7777

Compliance Checklist

Date: May 12, 2021
Prepared By: James Elliot

Prepared For: Sarah Devou
Email: sarah@mail.com

GUIDE QUESTIONS	YES	NO
Has the draft of the annual financial reports been reviewed and discussed?	<input type="checkbox"/>	<input type="checkbox"/>
Has the independent auditor's report draft been reviewed and discussed?	<input type="checkbox"/>	<input type="checkbox"/>
Has there been significant financial reporting issues?	<input type="checkbox"/>	<input type="checkbox"/>
Has there been significant changes in accounting principles?	<input type="checkbox"/>	<input type="checkbox"/>
Has there been any difficulty encountered in previous audits?	<input type="checkbox"/>	<input type="checkbox"/>

Employees' State Insurance (ESIC)

1

Liability working with salary process

Ensuring timely payment of ESIC contributions and filing of relevant returns by due dates.

2

Generating ESIC Insurance Number

Obtaining temporary ESIC numbers within 10 days of receiving completed forms, and assisting with permanent ESIC card application.

3

Certificate of payment

Providing ESIC payment certificates for associates, as separate challans can be difficult to obtain.



Compliance Administration

Professional Tax

Handling professional tax compliance as applicable.

CLRA License renewal

Renewing CLRA (Contract Labour Regulation and Abolition) licenses for all applicable regions.

Labour Welfare Fund

Ensuring timely remittance of Labour Welfare Fund contributions in applicable months.

Employee Personnel Information Center (EPIC)

1 Key features

Providing employees with access to their salary slips, investment declarations, tax forms, and more through a centralized online platform.

2 Online Tax filing

Assisting employees with filing their income tax returns at nominal rates.

3 Dedicated support

Maintaining a team to handle the development and support of the EPIC platform.

			Company Name
Employee Details Employee Name Employee Number National Insurance number	Payments Pay (rates and amounts) Bonus Total pay before deductions ('gross pay')	Deductions Tax National Insurance Pension Total deductions	
Totals- This pay period Taxable gross pay Employer National Insurance Total pay after deductions ('net pay')	Totals- Year to date Taxable gross pay Tax Employee National Insurance Employer National Insurance Employee pension Employer pension	Payment Total to be paid to the employee Pay date Pay method	



Query Management System (QMS)

Key features

Dedicated email IDs for clients, automated email processing, category-based response times, and email notifications to end-users.

Escalation process

Automatic escalation of queries to ensure problems are addressed within the overall response time target.

Dedicated support

A team dedicated to handling the development and support of the QMS platform.

Technical Safeguards



Firewall

Fortinet 300 firewall for network security.



Email Security

Sonicwall Email Security for secure communications.



Database Access

Restricted database access with multi-level approvals.

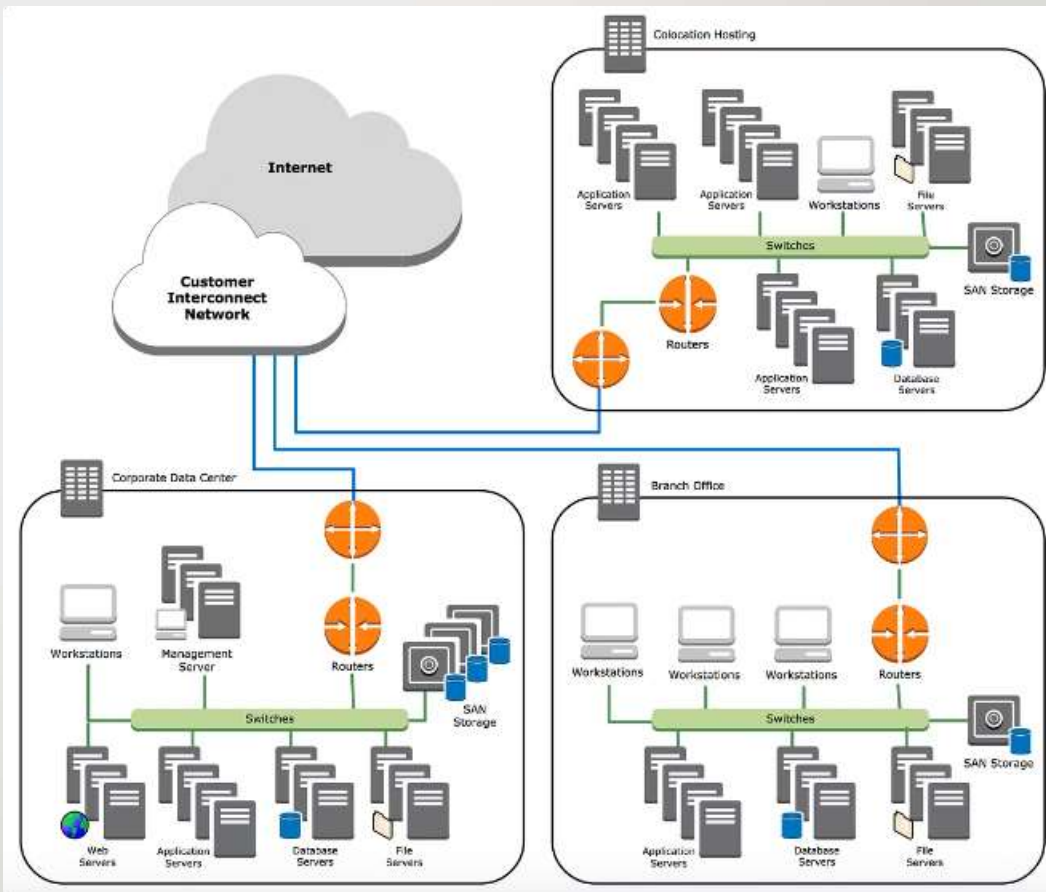


Data Protection

NDA, biometric access, password protection, and centralized data storage.



Business Continuity & Disaster Recovery



1

Power Backup

100% power backup to ensure uninterrupted operations.

2

Real-time Replication

Real-time data replication to a disaster recovery site in Singapore.

3

Offsite Backups

Regular data backups stored outside the primary premises.

4

Business Continuity Teams

Dedicated teams in Bangalore, Mumbai, and Delhi to ensure business continuity.

Thank you
