



NJK ENTERPRISES

"Count on us"



*One Million Ideas One Motto...*

NJK ENTERPRISE

301,GAYATRI INDRAPRASTH PHASE 2, 3/301,ADHAI,ADHAI,Raigad,MAHARASHTRA -410206

Contact :- 09892882337 Email :- navinkamble579@gmail.com



## INTRODUCTION

DEAR ALL, A VERY NICE AND WARM WELCOME TO YOU ALL. Our organization is an assembly of hardworking, experience, dynamic and dedicated professional working to provide quality and superior business solutions. We strongly stand to mediate between the job's creators and the job seekers. Our commitment, to promote close relationship between the employers and the employees makes our organization one of the best to deal with. We look forward in providing with the best of services to you in days to come. Thank you for NJK ENTERPRISES as your business partner. We assure you our best of services at all times.

Thanking you!

NJK ENTERPRISES



*One Million Ideas One Motto...*

NJK ENTERPRISE

301,GAYATRI INDRAPRASTH PHASE 2, 3/301,ADHAI,ADHAI,Raigad,MAHARASHTRA -410206

Contact :- 09892882337 Email :- navinkamble579@gmail.com



NJK ENTERPRISE

301,GAYATRI INDRAPRASTH PHASE 2, 3/301,ADHAI,ADHAI,Raigad,MAHARASHTRA -410206

Contact :- 09892882337 Email :- navinkamble579@gmail.com



## COMPANY PROFILE

NJK ENTERPRISES has redefined the process of National recruitment to a predictably accurate process with defined parameters for matching job skills of potential candidates with the job profiles of national & international companies. We as a placement agency provide national job for skilled, semi-skilled and un-skilled workers with various corporate giants in the India NJK ENTERPRISES follows a well-defined process and method. As an international recruitment agency, we cater to the needs of diverse industries like Office Staff, Office Assistant, House Keeping Staff, Unarmed Security staff, Construction Labour, Hospitality Staff, Engineering Staff & Labour, Medical services Staff, Oil & Gas shipping and so on.

## OUR MISSION

### Our Mission

“DELIVERING EXCELLENCE TO INDIVIDUALS, BUSINESS AND COMMUNITES.”

Our mission statement reflects our commitment to offering the highest quality service to our clients, candidates and all the other stakeholders we work with, as well as the delivery of our corporate social responsibility program to help the wider community. It demonstrates how we continually strive to go above and beyond to provide exceptional service

### Our Guarantee

We undertake to repatriate on our own expenses if any candidate deployed by NJK ENTERPRISES who is found professionally or medically unfit or refuses to work specified by company with in a probationary period of 90 days from the date of his deployment.



**NJK ENTERPRISE**

**301,GAYATRI INDRAPRASTH PHASE 2, 3/301,ADHAI,ADHAI,Raigad,MAHARASHTRA -410206**

**Contact :- 09892882337 Email :- navinkamble579@gmail.com**



## WHY US!!

Our genuine passion and enthusiasm for what we do, coupled with our agility enables us to respond swiftly to clients' ensuring that our clients continue to use NJK ENTERPRISES time and time as their trusted recruitment partner. To ensure we uphold and promote the highest possible standards across our recruitment practices. Besides our passion for recruitment, we are pioneers in our sector and also nationally recognized for our corporate social responsibility strategy. What makes us the most reliable source is our team of expertise who collaborate to form an excellent management team. A fully computerized Office System and Virtual Databank designed to enable prompt communication among every staff for efficient and best service delivery. Our own reliable expertise for medical check-ups and aptitude tests enables us to handpick the best before we actually select anyone for final recruitment.

## Recruitment Process

NJK ENTERPRISES follows a well-defined process and method. As an international recruitment agency, we cater to the needs of diverse industries like Construction, Hospitality, Engineering, Medical Services, Oil & Gas Shipping and so on. International companies normally issue a demand letter detailing job spaces, letter of authority empowering sources to act as their recruitment consultants in Nepal and to deal with visa and other procedures. The overseas company also forwards a draft of employment agreement between the employer and employee. NJK ENTERPRISES then initiates the process of calling for applications from candidates, shortlisting and then calling selected candidates for tests and oral interviews either by the employer or his authorized representative at suitable locations in All in India. NJK ENTERPRISES the HR recruitment agency provides logistic support. Sometimes employers abroad delegate responsibilities to NJK ENTERPRISES. As an overseas placement agency, we follow a defined process to ensure selection of only the perfect candidate matching the job profile. Industry experts in each field are called upon for interviews and tests jointly carried out with executives in HR specialization at NJK ENTERPRISES. As a manpower recruitment NJK ENTERPRISES also arranges medical checkup of selected candidates at authorized centres. This is followed by initiating the visa process with the Embassy of the country of the employer, followed by ticketing and immigration processes. NJK ENTERPRISES also gives a basic orientation program for chosen candidates prior to leaving States, informing them about labour laws of the country of employment, work environment in the company and other information.

## Our Work Process

We pro-actively tap the market for excellent candidates. Once the candidates have been identified, we conduct in-depth interviews with each individual, and obtain detailed information (on topics such as educational background, experience, job history, career goals, personality traits, compensation etc.).

**NJK ENTERPRISE**

**301,GAYATRI INDRAPRASTH PHASE 2, 3/301,ADHAI,ADHAI,Raigad,MAHARASHTRA -410206**

**Contact :- 09892882337 Email :- navinkamble579@gmail.com**





## REQUIRED DOCUMENTS

The requirement of document usually varies country to country but principally these types of documents are essential such as;

Demand Letter

Power of Attorney

Service Agreement

Employment Contract

Guarantee Letter

The following are, in principle, required for the government formalities and procedures;

CATEGORIES, WE PROVIDE

### **Administration**

Project Manager

Public Relation Manager

Chartered Accountants

Accountant/Cashier

Secretary/Executives

Clerk/Typist/Receptionist

Sales Personnel/Store Keeper

Computer Operator

House Keeping Staff

Unarmed Security Guard

### **Heavy Equipment's / Drivers**

Operators - Dozer, Fork lift, Roller, Payloader, Back Hoe

Operators - Crane (Mobile/Crawler/Hydraulic)

Heavy Drivers - (Tractor/Dump/Truck)

Light Drivers - (Bus/Van/Car/Light Vehicles)

Mechanics - (Heavy/Light Equipment's Under Chassis)

Tyreman

Dinters

Painters

Moulders

Helpers

### **Security**

Residential / Private Security

Official / Bank Security

Industrial Security

Electrical

General Electrician (House Wiring)

Electrical Line Maintenance (Industrial)

AC & Refrigeration Motor Welding

**NJK ENTERPRISE**

**301, GAYATRI INDRAPRASTH PHASE 2, 3/301, ADHAI, ADHAI, Raigad, MAHARASHTRA -410206**

**Contact :- 09892882337 Email :- navinkamble579@gmail.com**



NJK ENTERPRISES

301, Gayatri Indraprastha, Phase -2, 3/301, Adai, Raigad, Maharashtra -410206

### **Staffing Solution /Payroll Management**

In today's dynamic business scenario, outsourcing often provides the vital competitive edge by enabling better management of human capital and financial resources. The outsourcing advantage allows customers to focus their time and energies on their core business.

We offer Short Term / Long Term contract staffing services to the organizations for predetermined evaluation period. During this period organization can decide whether candidate is suited for the specified position or not.

We also offer payroll management services to the Organization. A company can place most of its work force onto our Pay roll and we take responsibility for all the payroll benefits, statutory compliances and other human resource functions. We become the human resource department for your company.

#### **Short Term / Long Term Staffing solution:**

We assist you in screening and Selection of aspiring candidates based on the description of skill you have provided for your requirements. Once you select the candidates, we place them on our pay Roll as per your terms and conditions.

#### **Pay Roll Management:**

In our Pay Roll management services, data inputs from the organizations are collected. On a monthly cut of date staff wages and our service charges are credited in to the bank account. Pay Roll is processed at our end and all statutory and non-statutory compliances are met. Payment of all the work force will be credited to their account on the stipulated date. Payment slip will be processed and distributed through email or hard copy will be delivered by hand delivery.

#### **Reports:**

We will be sending monthly reports after the pay roll process is completed i.e. copy of salary slip, bank Advise, Loans / Leave register and statement of full and final settlements through email and hard copy will be send by courier.

#### **Pay Roll Queries:**

Employee can send email to us or one point contact will be given to sort out any queries regarding salary payment.

#### **Confidentiality:**

We realize the trust placed in us by our customers and ensure 100% commitment to protecting customer data from any outsiders. We have security policy comprising of high-end Firewalls. Access to the data is restricted for any un- authorized personnel even internally.

#### **Service Contract:**

Service contract lays down the terms and conditions of the outsourcing and payroll management contract specifying the scope of work, fees and charges.

NJK ENTERPRISE

301,GAYATRI INDRAPRASTH PHASE 2, 3/301,ADHAI,ADHAI,Raigad,MAHARASHTRA -410206

Contact :- 09892882337 Email :- navinkamble579@gmail.com