**Business Name: Get Appoint**

Logo: A modern, sleek logo symbolizing connection and efficiency.

**Message of Get-Appoint Team**

At Get Appoint, we recognize the heavy workload that Human Resource Managers carry, which is why our primary goal is to simplify the recruitment process by acting as a knowledgeable bridge between employers and potential hires.

Our recruiters are industry experts, not just salespeople, which allows us to effectively meet the needs of diverse industries.

We’ve successfully delivered staffing solutions to a broad spectrum of employers, ranging from small businesses to large global companies and government organizations. Our expertise spans various fields, including Healthcare, Engineering, IT, and Construction, covering everything from executive roles to technical positions.

“We specialize in nationwide and global placement of professionals, driven by our commitment to work for humanity and help humanity.”

**Mission Statement:**

We are committed to revolutionizing the HR landscape by providing top-tier recruitment and human resource services. Our mission is to connect businesses with the best talent, fostering growth and success through strategic HR solutions.

**Vision:**

To be the leading HR service provider recognized for our innovative approach, unparalleled customer service, and commitment to delivering exceptional results.

Or

To be the premier outsourcing agency dedicated to securing the future of candidates by providing the best-fit solutions for organizations, ensuring mutual growth and success through exceptional talent and strategic alignment.

**Core Values:**

**Excellence:** We strive for the highest standards in every aspect of our service.

**Integrity:** We believe in building trust through transparency and ethical practices.

**Customer Focus:** Our clients and candidates are at the heart of everything we do.

**Services**

**WHAT WE DO!**

* We connect companies with the exact talent they need—experienced and highly qualified candidates. Whether you’re a small business or a large corporation, we cater to employer-clients of all sizes.
* Our expertise lies in full-time permanent placements, temporary contracts, and contract-to-hire arrangements for advanced employment opportunities. We simplify and enhance the hiring process for both National and International Corporate Clients.
* We work closely with job seekers who are eager to advance their careers, ensuring they find opportunities that match their ambitions. Our hiring process is streamlined and refined, making it easier for clients to find dependable employees they can trust.
* Discover how we can assist you and your business today! We guarantee to connect you with qualified, pre-screened candidates through customized recruiting solutions.
* Our services cover every placement with a service guarantee, ensuring sound Human Resource practices are implemented. We operate on a cost-plus basis for recruiting fees and adhere to “Our Foundational Commitment.”
* Our focus is on providing lasting solutions with measurable results and professional excellence. We prioritize our clients by not just doing business, but by building quality relationships with them.
* We respond with thorough, reliable service and flexible timing. Our approach includes building, sustaining, and strengthening business relationships and partnerships, with personal attention to individual goals and objectives.
* We believe in integrating the human element in all we do.

Our candidates are our top priority. Our expert team offers extensive training, career counseling, and continuous motivation to ensure they are always at their best.

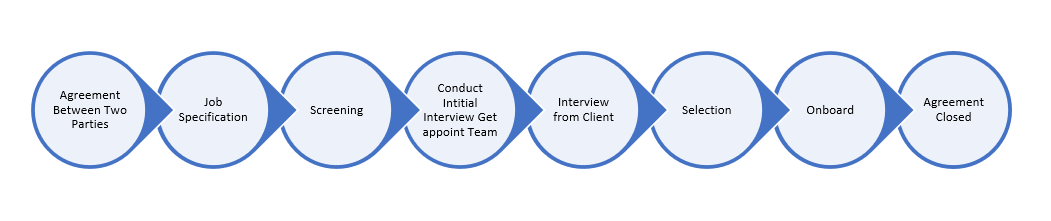
**HOW WE DO IT!**

* We start by listening to our clients' needs and then find the best candidate for the job. Our screening process is detailed and careful. While we send only a few resumes, one of them will be the perfect fit for the position.
* We've invested in advanced technology and have a team of highly experienced recruiters to ensure we provide excellent service, no matter the size of the company.
* Our focus on permanent placements for advanced roles has helped us build strong resources and contacts, allowing us to speed up the hiring process.
* We know how valuable your time is, so we don’t waste it by sending unsuitable resumes or candidates.
* We treat job seekers with the same respect and care as we do our employer clients.

**WHAT WE OFFER!**

We are a leading recruitment firm in Pakistan, specializing in finding top talent for companies in Pakistan, the Middle East, and South East Asia. We focus on industries like IT, engineering, construction, petrochemicals, finance, education, hospitality, FMCG and more.

We connect clients with their ideal candidates from around the world. Thanks to our global network, we can find and verify skilled professionals and bring them to our clients. We offer a range of high-quality manpower services based on our strict selection process.



**Construction**

The construction industry operates on a global scale, encompassing a vast range of activities. These include design, planning, construction, and the ongoing maintenance of buildings throughout their lifecycle.

**Medical and Health**

The healthcare industry integrates various sectors within the economic system, offering goods and services aimed at treating patients through curative, preventive, rehabilitative, and palliative care.

**Electronic Engineering**

Electronic engineering is a field focused on the study, design, and application of equipment, devices, and systems that utilize electricity, electronics, and electromagnetism.

**Mechanical Engineering**

Mechanical engineering combines principles of physics, mathematics, and materials science to design, analyze, manufacture, and maintain mechanical systems. It is one of the oldest and most diverse engineering branches.

**Electrical Engineering**

Electrical engineering involves the study, design, and application of electrical systems and devices. This discipline is concerned with the use of electricity, electronics, and electromagnetism in various applications.

**Office Personnel**

Office personnel include the office chief, sectional heads, and assistants who collaboratively manage administrative and clerical tasks to achieve the organization’s objectives.

**Agricultural & Geological**

Agroecology applies geological principles to agricultural challenges, particularly those related to soil productivity and health. This interdisciplinary field combines geology, soil science, agronomy, and chemistry.

**Education**

The Educational Services sector comprises institutions that provide instruction and training across various subjects. This education is delivered by specialized establishments, including schools, colleges, universities, and training centers.

**Hospitality**

The hospitality industry encompasses a wide range of fields within the service sector, including lodging, food and beverage services, event planning, theme parks, and transportation. It includes establishments such as hotels, restaurants, and bars.

**Payroll Services**

**Payroll Processing**

* Calculation of employee salaries, wages, bonuses, and deductions.
* Automated payroll scheduling and direct deposit services.

**Tax Compliance**

* Ensuring accurate calculation and timely submission of payroll taxes.
* Filing of payroll tax forms and compliance with local, state, and federal tax regulations
* Providing employees with access to their pay stubs, tax forms (like W-2s), and other payroll information online.

**Benefits Administration**

* Managing employee benefits like health insurance, retirement plans, and other perks.
* Deduction of premiums and contributions directly from payroll.

**Time and Attendance Tracking**

* + Integration of time tracking systems to ensure accurate payroll processing based on hours worked.

**Payroll Reporting**

* + Generation of detailed payroll reports for management and compliance purposes.
  + Customizable reports on payroll costs, employee earnings, and tax liabilities.

**Year-End Processing**

* + Preparation and distribution of year-end tax documents, such as W-2s and 1099s.
  + Assistance with year-end tax filings and compliance checks.

**Direct Deposit and Payment Solutions**

* + Managing direct deposit setups for employees.
  + Offering alternative payment methods such as prepaid payroll cards.

**Payroll Compliance**

* Keeping up-to-date with changes in payroll laws and regulations to ensure ongoing compliance.
* Auditing payroll processes and records to minimize errors and legal risks.

**Employee Records Management**

* Secure storage and management of employee payroll records.
* Handling payroll-related inquiries and disputes.

**Payroll Management Tools**

**Excel-Based Payroll Management:**

* + Offering payroll management through Excel for smaller businesses that prefer a simple, customizable solution.
  + Creating and managing payroll templates, tracking employee hours, and calculating salaries and deductions in Excel.

**Software-Based Payroll Management:**

* Expertise in using advanced payroll software such as \*\*Odoo, Zoho, SAP, Oringa\*\*, and other customized solutions to manage payroll efficiently.
* Integration with other HR and accounting systems for seamless payroll processing and reporting.
* Features include automated tax calculations, compliance updates, and real-time payroll analytics.
* Customization of software solutions to meet the unique payroll needs of different industries and businesses.

Get Appoint Agency can handle payroll needs with precision and flexibility, leveraging both traditional tools like Excel and powerful, customized software solutions.

HR Consulting:

HR Strategy Development: Crafting and implementing HR strategies that align with business goals.

Employee Engagement: Designing programs to enhance employee satisfaction and retention.

Performance Management: Implementing systems to track and improve employee performance.

Compliance and Legal Support: Ensuring adherence to labor laws and HR regulations.

Target Market

Clientele: Medium to large-sized enterprises across various industries including

* Information Technology (IT)
* Healthcare
* Finance and Banking
* Manufacturing
* Retail and E-commerce
* Construction
* Hospitality
* Education
* Energy and Utilities
* Pharmaceuticals and Biotechnology

Candidate Profile: Professionals across all levels, from entry-level to C-suite, with a focus on finding the right cultural and skills match for each role.

Competitive Advantage

Unique Selling Proposition (USP): At Get Appoint, we blend technology with human touch to provide a recruitment process that is both efficient and personalized. Our deep industry knowledge, coupled with advanced recruitment tools, ensures we deliver top talent quickly.

**Team Structure**

**Technology and Tools**

Recruitment Software: Utilizing [Example ATS Software] to manage the recruitment process efficiently.

HR Analytics Tools: Employing [Example HR Analytics Tool] for data-driven HR strategy development and performance tracking.

**Marketing Strategy**

Online Presence: A comprehensive website showcasing our services, success stories, and a blog covering the latest HR trends. Active LinkedIn and Facebook profiles for client and candidate engagement.

Networking: Regular participation in industry events, HR conferences, and local business forums.

Content Marketing: Publishing white papers, case studies, and blogs on HR best practices, recruitment trends, and workforce management.

**Legal and Compliance**

* Fully compliant with local and international HR regulations and labor laws.
* Clear and concise contract templates for clients and candidates, ensuring mutual understanding and protection.
* Adherence to GDPR and other relevant data protection regulations, with robust measures to secure client and candidate information.

**Financial Planning**

* Competitive pricing with flexible models including contingency fees, retainers, and project-based fees for consulting services.
* Detailed financial plans covering operational costs, marketing, technology investments, and projected revenue.
* Self-funded with an option for future expansion through strategic partnerships or investors.

**Growth Strategy**

Short-term Goals: Secure 15 new clients and place 100 candidates within the first year.

Long-term Vision: Expand services to include HR outsourcing and payroll management, with a goal to become a one-stop solution for all HR needs within 3-5 years.

Contact Information

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Facebook:[facebook.com/getappoint](#)