



Kimoha Technologies Pvt Ltd.
Global workforce solutions.

THE QUARTERLY BULLETIN

KIMOHA'S NEWSLETTER



NEWSLETTER
Vol 3, 2022

Quotes

“I can't change the direction of the wind, but I can adjust my sails to always reach my destination.”



—July—

“The greatest glory in living lies not in never falling, but in rising every time we fall.”

—August—

“Keep your face always toward the sunshine, and shadows will fall behind you.”

—September—

“Let's strive to be better in September! ”

Kimoha Declaration

IMPORTANT NOTICE TO WHOM IT MAY CONCERN

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Management

Kimoha Technologies Private Limited
Netsmartz House Building,
Plot No. 10, 4th floor, Rajiv Gandhi IT Park, Chandigarh
www.kimohatech.com

“Message from the Director Operations - Munish Sharma

Congratulations on the incredible team that we are! It's rightly said, "Alone, we can do so little; together, we can do so much." Things work out best for those who make the best of how things work out, and I feel grateful to have a team with us that has always been willing to learn, work and grow together. When it comes to teamwork, there is nothing more powerful than collaboration, and our team here at Kimoha has proved this every time. I take pride in having a dedicated team that manages time well; you guys have always been there when it comes to accountability and responsibility.



Communication is the foundation of effective teamwork; with effective communication at different levels of hierarchy, it becomes tranquil for everyone to achieve the targets assigned, and utmost it gives a sense of contentment to be working in a team with you can freely share your ideas, views, suggestions and much more. I have always believed in freedom of speech and giving equal chances to everyone around me. Also, problem-solving is another skill that helps us tackle challenges or issues that arise when we can think outside the box. We are pleased to have outstanding leaders who ensure no panicking among team members. When working in a team, each member has a specific role and tasks that they need to fulfill, so we all should be good listeners and have goals and shared values in mind as each successful team works towards the same goal. You all have elevated the levels so high and have been serving the clients; your hard work has made Kimoha what it is today. I truly appreciate the time and effort you all put into understanding your requisitions, coming up with innovative ideas, and giving fresh perspectives toward orders and projects. Your contributions have been invaluable. Your work as a team continues to move our organization ahead with efficient and timely deliveries to our clients. It is rightly said, "Never let the fear of striking out get in your way." I wish you treat every day as a new opportunity, a new ray of hope, and continue to deliver your best and strive for the best.

I hope the coming year brings happiness, peace, and health to you and your loved ones. During the previous year, we have gained many clients and have successfully served our clients, especially in our ability to communicate with clients around the world has been excellent. These are exciting times that offer new opportunities for collaboration and support. What hasn't changed is our commitment to supporting our clients with the best. Now we will focus on the Year 2023 to grow vertically and horizontally (360 Degree growth in all departments).

By working together, we will also find moments of redemption and joy, belonging to the organization, treating everyone with respect, developing cohesiveness among its members, becoming an integral part of the organization, and growing together.

I thank each of you for your continuous efforts to make Kimoha successful.

Inside Managerial Views

Team Introduction: Shashank Srivastava

I love what I do. I am a proper Delhiite and still miss the night life of Delhi big time.... Did most of my schooling from Don Bosco Kalkaji where I developed a taste for Soccer, Basketball and listing to music majorly Old Country Classics (Blues, Jazz, R&B, Hip Hop Rock'n'roll). Later did my graduation from Bhagat Singh College and MBA from Amity. Started my career in recruitments for Indian corporate houses when I was just 22 years. Joined US Staffing at the age of 24 and after few years moved to US and lived there for 4 years in NJ and was on site working for Reuters America in NYC.

I am both simple and complex. I am like everyone but uniquely me. Beauty captivates me and I see it everywhere. I love people and cherish my time alone. I am good at many things and great at none. I love my home and have a constant urge to spend my quality time with my family. I am both very practical and very creative. I am friendly with many people but friends with few. Those I love, I love fiercely.

Team Members



VISHAL JHA, AKSHIT, TAHIR ALI, SHWETA,
MANAS, YATIN, PRAKHAR, NATASHA, KAVITA

About my professional experience I love the team I do it with. At its core, engaging today's brightest minds and accountable in providing the platform to them to build their craft. I am accountable to my team by supporting and nurturing our culture of collaboration, entrepreneurial mind set and empathy today on the shoulders of which tomorrow's leaders and visionaries will stand.

In my past experience I have been distributed across strategic markets and industries:

- In the US Eastern Region, Central Region, National Capital Region, and three industry verticals State, Federal & Commercial.
- In Asia I was part of the team that started our local offices in India and led the team that started local presence in China.
- In South America I was part of the team that built a strategic presence in Mexico.

I have two kids 14-year daughter and 10-year-old son, my favourite teams are Real Madrid and Lakers with all-time favourites like Ronaldinho Gaucho, Aerosmith, MS Dhoni and LeBron James to name a few out of the lot.

My favourite past time over the weekend is watching old movies like Top Gun, Pretty Women etc. or listening to 80's songs like Hotel California with French Fries and Sparkling Wine.

"Everybody is a genius. But if you judge a fish by its ability to climb a tree, it will live its whole life believing that it is stupid."

"Albert Einstein"

New Additions In This Quarter



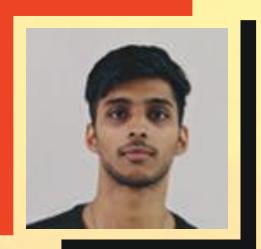
ANKITA MAINI
Coordinator
(5 July 2022)



TAHIR ALI BHAT
Jr. Healthcare Recruiter
(5 July 2022)



MANAS RAJPUT
Healthcare Recruiter
(12 July 2022)



PRANJUL
Jr. Technical Recruiter
(18 July 2022)



SAKSHI MISHRA
Jr. Technical Recruiter
(25 July 2022)



RAHUL RANA
Jr. Technical Recruiter
(16 August 2022)



BHARTI
Data Analyst
(1 September 2022)



HARMEET
Data Analyst
(1 September 2022)



MAYANK GUPTA
Business Development
(5 September 2022)



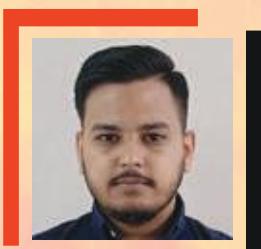
NIHKIL SINHA
Healthcare Recruiter
(6 September 2022)



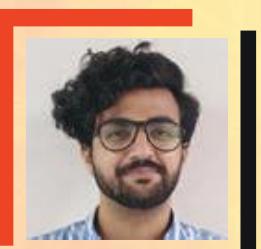
SHEWTA KUMARI
Jr. Technical Recruiter
(6 September 2022)



PINKI
Jr. Technical Recruiter
(7 September 2022)



MADHAV KHOSLA
Jr. Technical Recruiter
(7 September 2022)



NAKUL MARIA
Jr. Technical Recruiter
(7 September 2022)



HARISH
Jr. Technical Recruiter
(7 September 2022)



KRITIKA
Jr. Technical Recruiter
(20 September 2022)



Appreciation can make a day, even change a life. Your willingness to put it into words is all that is necessary. Rewards and Recognition is a system where people are acknowledged for their performance in intrinsic or extrinsic ways. Rewarding and recognizing employees leads to greater employee engagement, which helps create a more positive overall workplace. At Kimoha we try appreciate our team by organizing Rewards and Recognition every month.

Please cheer for the employees who have received an award for the Month of June

Tanya



SUN RISERS

Anshul Nanda



GROWTH DRIVER

Yatin



ROOKIE OF THE MONTH

Sajan



EXTENDED SUPPORT

For the month of July, the employees who were rewarded and recognized.

Jaskaran & Prashant



ROOKIE OF THE MONTH

Vishal Jha



SUN RISERS

Anshul Nanda



GROWTH DRIVER

Rise



SUPERB PRESENCE

EMPLOYEE ENGAGEMENT

DIVERSITY MEET



Diversity itself means involving people from a range of different social and ethnic backgrounds. We organize this activity for our female employees where they play fun games, be themselves; they laugh their heart out while playing these games and that is what we are actively working for.

In this quarter we organized activities i.e., “Truth and Dare” game where they gave certain dares to each other which helped their opponent to showcase their talents. In addition to that for the month of September we organized “Play and Pause” game. In this game what we learned is that there are moments where we feel low, demotivated in those moments we should always take a pause from what's going around and breathe, then plan our next step towards our goal.

PEP TALK

(Shashank Srivastava)
&
(Ankur Bhatia)



(**Pep Talk**) as the word itself explains is small motivation or inspirational words other shares with you or you share to yourself. So, we kept our initiative going in this quarter as well. In this quarter, **Shashank Srivastava** and **Ankur Bhatia** shared their experience about recruitment in Pep Talk. How they started and what employees can add while they are hiring the candidates.

FUN FRIDAY

We believe that it is a mandatory law of the universe that on Fridays you have to do something fun. In this quarter we tried to find more fun activities to play and help them build team bonding. We organized a Hula Hoop pass game. The motive of this game was to build team coordination and bonding while having fun. On the other hand, we also organized a game called Tic Tac Toe with a twist. In which they have to flip the cup first to start the game. This game helps to build concentration while you are having fun.



Work Anniversary

Kanika Wadhwa

She has been working with us from past One year as a Sr. Proposal Writer. She celebrated her first anniversary with kimoha on 6th July. She is a part of Munish Sharma Team. Thanks for being a part of our organization.



Navdeep Kler

She has been working with us from the past one year and has celebrated her first work anniversary with Kimoha on 2nd August. She is a part of Nipun Sharma Team and is working as Sr. Proposal Writer in our organization. Thanks for being a part of Kimoha.

Dhanisha

Dhanisha is working in our organization as a HR Management Analyst/Resume Writer from past one year. She is a part of Nipun Sharma team and has joined us on 2nd August 2021. Her contribution towards the company is highly appreciated.



T. Bindu

Bindu has been working in our organization for the past one year as a Sr. Proposal Writer. She has joined us on 2nd August 2021 and is a part of Munish Sharma team. Your hard work, dedication and loyalty are quite unparalleled.

Lalita Kumari

She has been a part of our organization for the past two year and has celebrated her first work anniversary on 13th August. She is working as a Sr. Technical Recruiter is a part of Ankur Bhatia Team. Your sincerity and jovial attitude towards work are greatly appreciated.



Akshay Kumar

He has been working with us as a Technical Recruiter from the past year and on 30th August he celebrated his first work anniversary with us. He is a part of Amit Kumar Team. Your contributions to the company are greatly appreciated. Thanks for being a part of our organization.

Manash Gogoi

Manash has been working in our organization for the past one year as a Design Head. He has joined us on 1st September 2021 and is a part of Nipun Sharma team. Your hard work, dedication and loyalty are highly appreciated.



Birthdays

We celebrated together

JULY

AUGUST

SEPTEMBER



Ajay Kumar
(1 July 2022)



Sajan
(5 July 2022)



Rakesh Kumar
(6 July 2022)



Kiran Jaryal
(11 July 2022)



Zunisha Kaler
(15 July 2022)



Gaganjot Singh
(15 July 2022)



Ambika
(17 July 2022)



Mohamed Sameer
(20 July 2022)



Varun Jaswal
(24 July 2022)



Ankita Maini
(29 July 2022)



Munish Sharma
(29 July 2022)



Chandni Thakur
(4 Aug 2022)



Rise
(13 Aug 2022)



Vishal Jha
(17 Aug 2022)



Manas Rajput
(17 Aug 2022)



Neelakshi
(23 Aug 2022)



Vishal
(28 Aug 2022)



Sahil Thakur
(6 Sep 2022)



Vineet Kumar
(7 Sep 2022)



Ankur Bhatia
(17 Sep 2022)



Prakhar Rawat
(17 Sep 2022)



Pranjul
(21 Sep 2022)



Naveen Kumar
(20 September 2022)



Rahul Rana
(23 Sep 2022)



Lalita Kumari
(23 Sep 2022)



Pratyush Negi
(26 Sep 2022)



Celebrations

The more we celebrate life, the more is in life to celebrate. Life should not only be lived but it should also be celebrated. Keeping this in mind at Kimoha we tried to celebrate birthdays of our colleague as well as anniversaries



INTERVIEWS

This quarter we have decided to continue our initiative of interviewing some of our employees just to know them a little better. So here are the employees we interviewed.



AKSHAY KUMAR

1. Describe yourself.

"I am someone who is mature, try to help others to grow and always-in the continuity to grow myself. I am a sport-loving individual try to motivate others to participate as well. I love to create a healthy and fun-loving environment around me. I always make sure I am there for my friends and family and support them as much as I can. I have a dream to open a school and a sports center so that can help unprivileged children and make some difference in society."

How has been your experience while working for this Organization?

2

Recently I completed one year with Kimoha Family and it has been a great experience. I never need to think twice to walk and ask my doubts or discuss my issues whether they are personal or professional with management. First time in my professional experience, I have seen that the company willingly to supports, motivates, and helps to grow every employee. Here I got the opportunity to deal with clients as well as lead a small team as well. According to me if you have caliber and dedication, you are in the right organization.

3

Who inspires you to do more?

3

Naveen Sir, He is the one whom I look for, coming from a small village in Hyderabad and achieving this much in his life, and even now, he has a hunger and vision to achieve more. I never saw him taking time off, whenever he is in the office you always find him energetic. He is most the workaholic person I have ever come across. He might be strict but, he is always open to hear what issues we are facing and discuss what we can do to solve them.

4

How do you handle work pressure?

4

Being in the Staffing industry whether you are a manager or a recruiter pressure is always there. So, handling pressure is something you need to cope up with. Whenever I find myself under pressure situations. I always try to be calm and put extra effort until I get the job done.

5

Have you seen any personal or professional developments since you have started working here?

5

Professional and personally I have seen a drastic change in my personality, I have grown a lot and started to take initiative. Professionally I got a chance to communicate with clients and understand what they actually need, got to learn how to establish an effective relationship with clients, here I get to handle the complete recruitment process from sourcing to getting candidates on board, I learn how proposal operations work so here every day I am learning something new which will give my career a new height.

6

Since you have joined this organization any advices for new comers?

6

My advice to newcomers is to have "patience" you have made the right decision choosing Kimoha. Here you have a great opportunity to learn and grow you will find many examples in this company itself who joined as a fresher and within the span of 1/1.5 years now they are handling/leading teams but for sure you need to show some patience, always keen to learn and never demotivate yourself and believe me guys you will never find the "space of communication" like here in any other organization. One most important pieces of advice for new joining's is whenever you have any issues whether they are personal/personal and can affect your job please be open and talk to your manager, and HR before taking any decision.



LALITA KUMARI

1. Describe yourself.

"I am a very positive kind of person and try to find positive things in every situation. I like to work hard and give my hundred percent to any task or work I do. I am very family oriented so I try to balance my professional and personal relations. I like to take new opportunities or responsibilities and try to do it with dedication and loyalty."

2

How has been your experience while working for this Organization?

My experience with Kimoha is very wonderful, I started as a fresher and learnt many things from here. After joining this company, I understood which career I should stick to.

3

Who inspires you to do more?

Two people who inspire me the most are Naveen sir and Ankur sir. They have a very hard working and creative personality. I want to be a leader like Ankur sir and a professional like Naveen sir. I have learnt many lessons from them pertaining to life and career.

4

How do you handle work pressure?

I try to handle work pressure by discussing the actions and methods to improve the performance and try to work upon them.

5

Have you seen any personal or professional developments since you have started working here?

Yes, I have seen many developments after I started this organization. Many family members and friends noticed and complemented about the changes in my confidence and personality. As far as professional development is concerned, I myself have experienced many changes from recruiter to Sr. Recruiter and now leading the team of 5 members.

6

Since you have joined this organization any advices for new comers?

Yes, I would like to advise two things to newcomers, i.e., Hard work and patience. If they do the required hard work patiently, they are going to see the results.



EMPLOYEE WELLNESS

Wellness is the complete integration of body, mind, and spirit – the realization that everything we do, think, feel, and believe has an effect on our state of well-being. Sufficient sleep, exercise, healthy food, friendship, and peace of mind are necessities.

In **Kimoha** we are focused on implementing the healthy habits of health by creating a calm environment.

The topic we wanted to share information on is “Stress and your health”. We all know that working in a corporate culture can build up our stress level.

Stress is a feeling of emotional strain and pressure. Stress can affect our emotions, our body and how we behave, in lots of different ways. It can come from any event or thought that makes you feel frustrated, angry, or nervous. People react differently to stressful situations. What is stressful for one person may not be stressful for another, and almost any event can potentially cause stress. For some people, just thinking about a trigger or several smaller triggers can cause stress.

Sometimes we can tell right away that we are stressed, but at other times, we might keep going without recognizing the signs and it can increase the risk of strokes, heart attack, ulcers, mental illnesses such as depression and also exacerbate of pre-existing condition.

THERE ARE TWO TYPES OF STRESS



ACUTE

Acute stress happens to everyone. It's the body's immediate reaction to a new and challenging situation. For example, a person may feel stressed about a recent argument or an upcoming deadline. However, the stress will reduce or disappear once a person resolves the argument or meets the deadline. This type of stress is often new and tends to have a clear and immediate solution. It is short-term and usually the most common form of stress.

CHRONIC

Chronic stress develops over a long period and is more harmful. Any type of stress that goes on for weeks or months is chronic stress. Long-term stress like this can have a negative impact on your health. You can become so used to chronic stress that you don't realize it is a problem. If you don't find ways to manage stress, it may lead to health problems.



RELATION OF STRESS AND YOUR BODY



When you have chronic stress, your body stays alert, even though there is no danger. Over time, this puts you at risk for health problems, including:



High Blood Pressure



Heart Disease



Diabetes



Obesity



Depression or Anxiety



Skin problems, such as acne or eczema



Forgetfulness



Frequent aches and pains



Frequent aches and pains



Headaches



Lack of energy or focus



Tiredness



Trouble sleeping or sleeping too much

STRESS MANAGEMENT HEALTHY WAYS TO COPE WITH STRESS



In order to manage your stress, first you have to identify the things that cause you stress or your triggers. Figure out which of the things can be avoided. Then, find ways to cope with those negative stressors that can't be avoided.

Managing your stress levels may help lower your risk for stress-related diseases. And it'll help you feel better on a daily basis, too.

- ▶ Eat healthily, exercise, get plenty of sleep, and give yourself a break if you feel stressed out.
- ▶ Take deep breaths, stretch, or meditate
- ▶ Try to eat healthy, well-balanced meals.
- ▶ Exercise regularly.
- ▶ Get plenty of sleep.
- ▶ Avoid excessive alcohol, tobacco, and substance use.
- ▶ Try to do some other activities you enjoy.
- ▶ Talk to others
- ▶ Avoid drugs and alcohol.
- ▶ Recognize when you need more help.

REFERRAL POLICIES



Employee Referral Program Policy V1.1

OBJECTIVE

Our Employee Referral Program Policy explains important aspects of our employee referral procedures. We place great importance on referrals because we trust our employees know what's best for our company.

SCOPE

This Employee Referral Program Policy applies to everyone at Kimoha Technologies who refers a candidate, to our company except Leaders/Mangers.

Who can participate in our Employee Referral Program?

All employees currently employed with us are eligible to participate in our referral program.

POLICY ELEMENTS

What is an Employee Referral BONUS ?

Our Company will compensate for each experienced employee referral. If you know someone who you think would be a good fit for a position at our company, please refer to HR. If your candidate is selected and chooses to join you will be eligible for the referral bonus.

- Keep in mind that rewards may be subject to taxation. Please contact HR for any clarifications that you may need in the referral program.
- We reserve the right to abolish certain rewards if they prove ineffective or inefficient. We'll communicate any change clearly and timely.
- We would like to remind our employees that we are equal opportunity employer and do not discriminate against protected characteristics.

ADDITIONAL RULES FOR REWARDS:

- There is no cap on the number of referrals an employee can make. All rewards will be paid accordingly.
- If two or more employees refer the same candidate, only the first referrer will receive their referral rewards.
- Referrers are still eligible for rewards even if a candidate is hired later or gets hired for another position.
- Referees must pass the 90-day probation period.
- Referral bonus is applicable, if candidate's resume is shared along with the referral form at hr@kimohatech.com

No need to cc your manager or anyone else. Dedicated team of recruitment will take care of it.

REFERRAL FOR EXPERIENCED CANDIDATES

Scenario 1

If candidate is ready to join immediately or within a week	
Referral bonus after 3 months completion from DOJ	7500
Referral bonus after 1 year completion from DOJ	7500
Total Referral Bonus	15000

Scenario 2

If employee is ready to join within 15 Days	
Referral bonus after 3 months completion from DOJ	6000
Referral bonus after 1 year completion from DOJ	6000
Total Referral Bonus	12000

Scenario 3

If employee is ready to join within 30 Days	
Referral bonus after 3 months completion from DOJ	5000
Referral bonus after 1 year completion from DOJ	5000
Total Referral Bonus	10000

REFERRAL FOR FRESHER CANDIDATES

There is flat 5000 Referral for referring any fresher, 2500 will be after completion of 3 months from DOJ and rest 2500 will be paid after completion of 1 year.

- For getting reference bonus , both referees and referrers must be active employee of the company.
- If reference candidate joins after 45 days, there will be no bonus amount on that referral.
- During notice period, reference bonus amount is not applicable to disburse.
- These policies are subject to change at the discretion of the Management of company. Current policy is effective from 1st Feb 2022.

DEVELOPMENTS

- We gained 5000 Followers on LinkedIn.
- We started new process in accounts domain.



KIMOHA SOCIAL MEDIA

Kimoha has its own LinkedIn, Facebook, and Instagram accounts. We're delighted to expand our presence on the internet, and your contribution will help us do so. Sway by our Kimoha's page and give it a 'thumbs-up,' too, if you haven't already done so, using the links below:

LinkedIn: <https://www.linkedin.com/company/kimoha-tech>

Instagram: https://instagram.com/kimohatech?utm_medium=copy_link

Facebook: <https://www.facebook.com/kimohaTechnologies>



INNOVATIVE IDEAS FOR NEWSLETTER

Do you have any suggestions for employee engagement or anything you'd want to see in this newsletter (employee gratitude, new wins, client evaluations, holiday ideas, forthcoming events, health and wellness recommendations, hobbies and interests, getting married)? Your suggestions help us to enhance our workplace. Please reach out to HR Department at hr@Kimohatech.com