



BIZSOFT SOLUTIONS LIMITED

COMPANY PROFILE



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- 📍 Lagos Office (Nigeria):
117a Eti-Osa way, Dolphin Estate,
Lagos, Nigeria.
- 📍 Essex Office:
18 Elizabeth Close, Tilbury, Essex,
RM18 8EW, United Kingdom.
- 📞 Phone: +234-818-366-4316
Phone: +234-812-673-2151
info@bizsoftsolutions.com.ng
bizsoftsolutions.com.ng

OUR COMPANY

BIZSOFT SOLUTIONS is a private company limited by shares registered in the Federal republic of Nigeria under the Companies and Allied Matter Act 1990. It was setup to provide business solutions to small, medium and large sized companies, our flagship product is Bizsoft HRM which is aimed at businesses of all sizes, helping them meet their Human Resource management needs quickly, efficiently and at greatly reduced cost.

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Mission Statement

Our mission is to provide affordable, flexible and data driven business software to small, medium and large sized organisations, helping them harness the power of information technology to grow their business while delivering great value for money.

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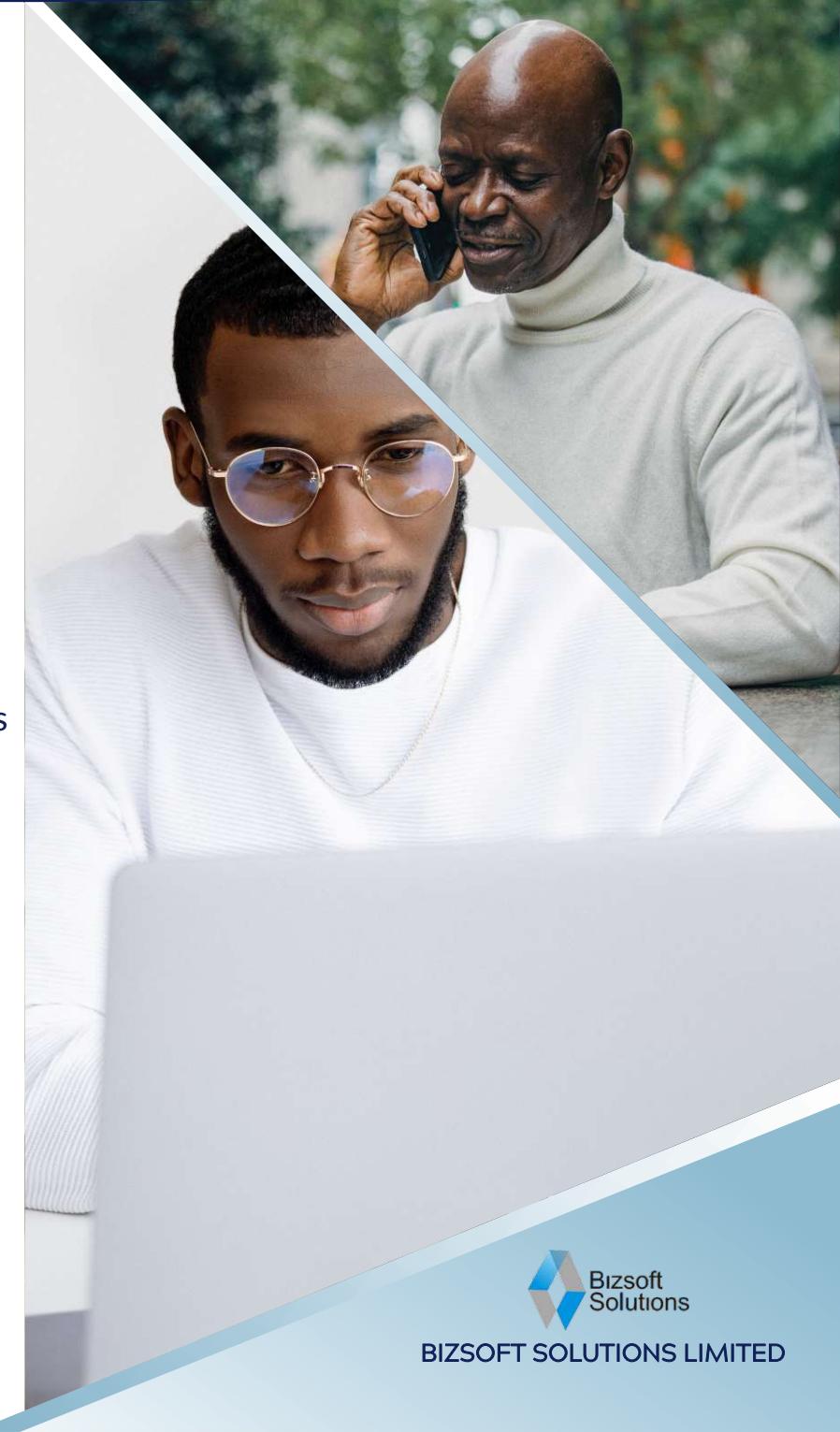
Core Value

Team Work, Integrity, Diversity, Excellence.

Employee Self-service

Bizsoft HRM moves your HR database away from scattered spreadsheets and paper files forever by placing an organized, centralized data at your fingertips whenever you need it. Secured data in one organized and secure HR database.

- ✓ Smooth access to all your employee data and access to information anywhere, anytime and from any device.
- ✓ Provides clear insights to employee data using built in reports or use the custom report generator to extract the specific information you require.
- ✓ Clear and Comprehensive employee information (such as educational certificates, salary increase letters, membership certificates etc.)
- ✓ Enable you to give each employee access to edit their own personal information while simultaneously limiting their

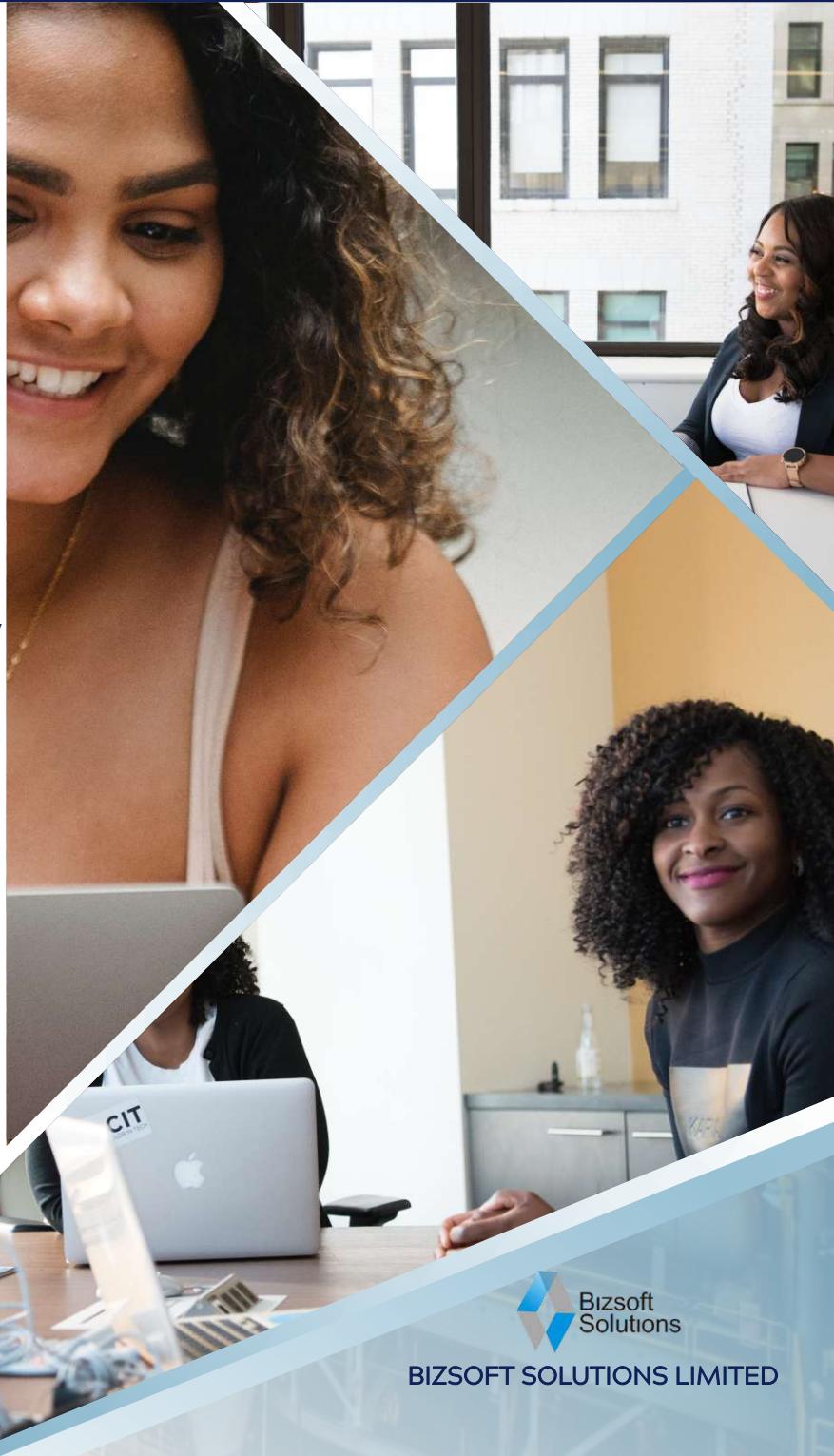


Payroll Management

Pay Your Employees On Time, Every Time

With our powerful tax calculation engine, you will be able to automate employee payroll calculation and generate electronic pay slips which are accessible to employees at any time and from anywhere.

- ✓ Ability to generate Information such as wages, hours, account numbers, benefits, deductions, and withholdings automatically flows into payroll.
- ✓ Employees can access all their payroll information like pay stubs and direct deposit accounts right in Bizsoft HRM.
- ✓ It gives you instant access to payroll reports with unparalleled flexibility— such as cash requirements, assess total deductions and payroll summary report .
- ✓ Any changes to tax laws will be pushed to the system automatically.



Leave Management

Keep Track Of Employee Leaves And Quickly See Time Being Lost To Staff Absences

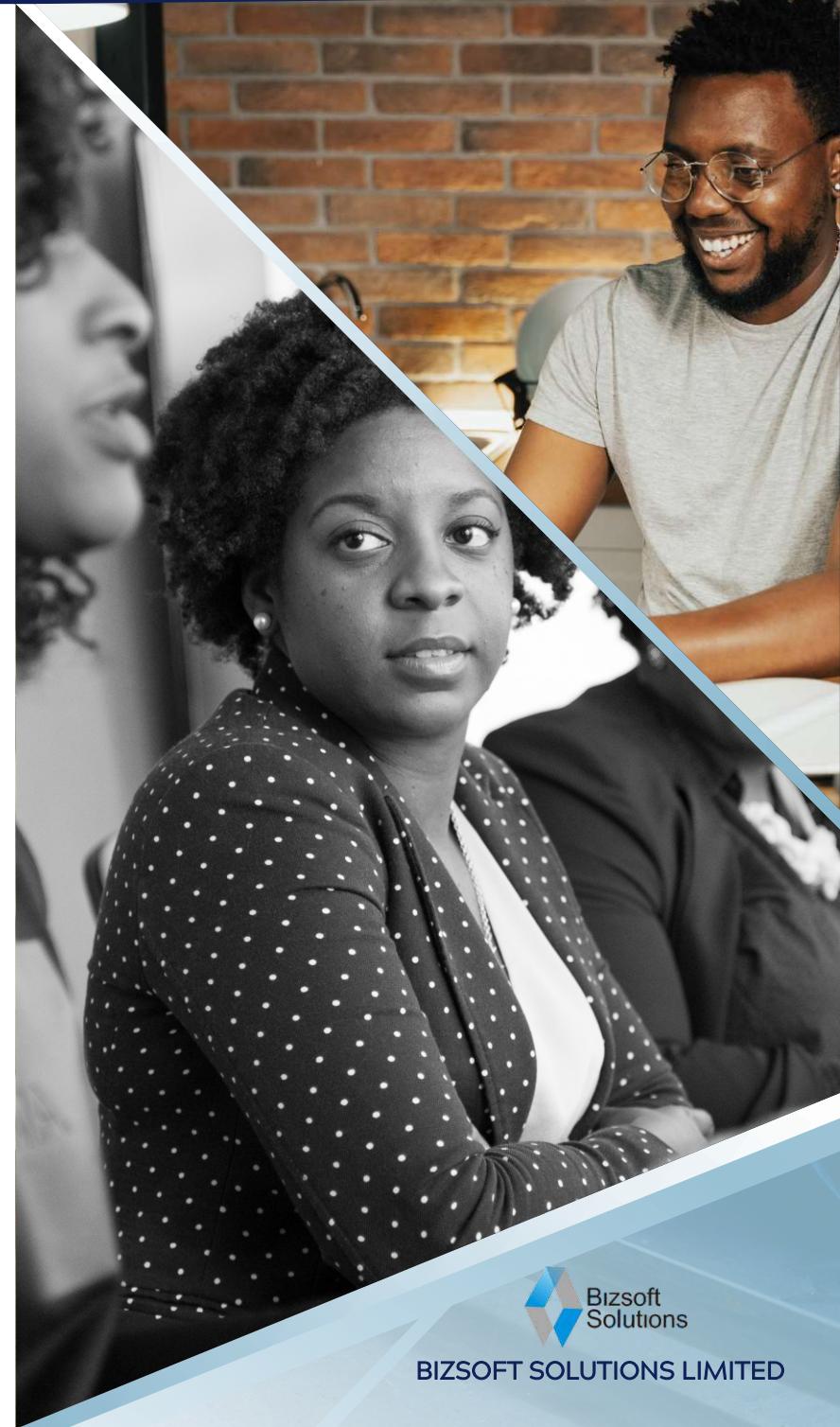
- ✓ Gain the ability to manage employee leaves and time-offs easily and efficiently.
- ✓ Dashboard metrics and insightful reporting allows you to quickly see absence distribution and planned absences across board.
- ✓ Ability to customize leaves based on eligibility and criteria structures
- ✓ Customized leave list report to group leaves by month thus making it easier for managers to see busy months



Employee Time And Attendance

Achieve A Reduction In Staff Lateness, Easily Track Attendance Rates Across The Organisation And Eradicate Attendance Data Manipulation

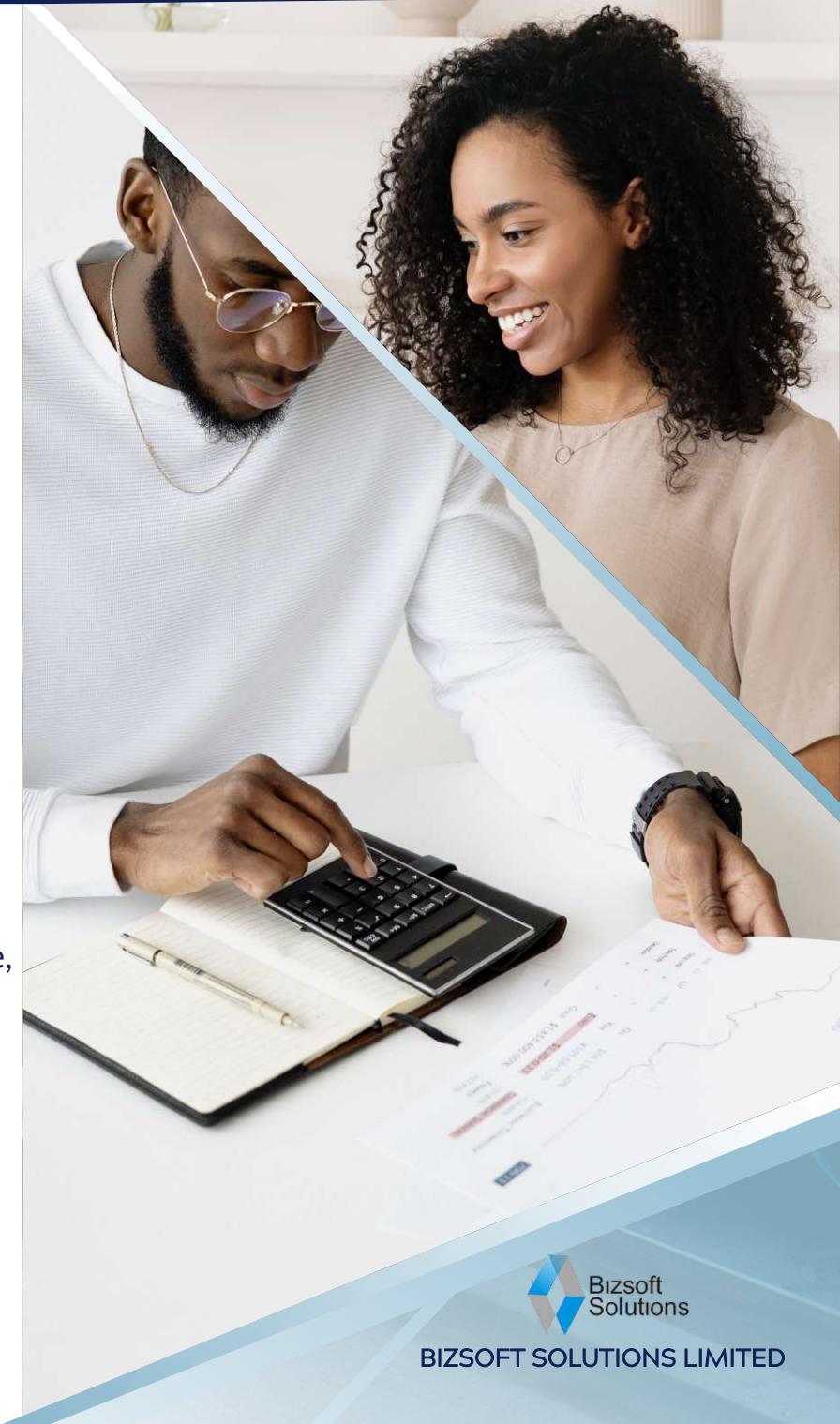
- ✓ With our time and attendance software, employees punch in and out right on the Bizsoft HRM home screen or on their phones.
- ✓ You can optionally capture employee location during employee punch in and punch out to ensure employees are where they say they are.
- ✓ Our system allows you to create and manage rosters for employees who work shift while our intelligent reports will take the shift patterns into consideration when calculating absence, lateness, and other attendance related metrics.



Recruitment Management

Reduce The Hassle Involved In The Recruitment Process While Improving The Odds Of Getting The Right Person In The First Time

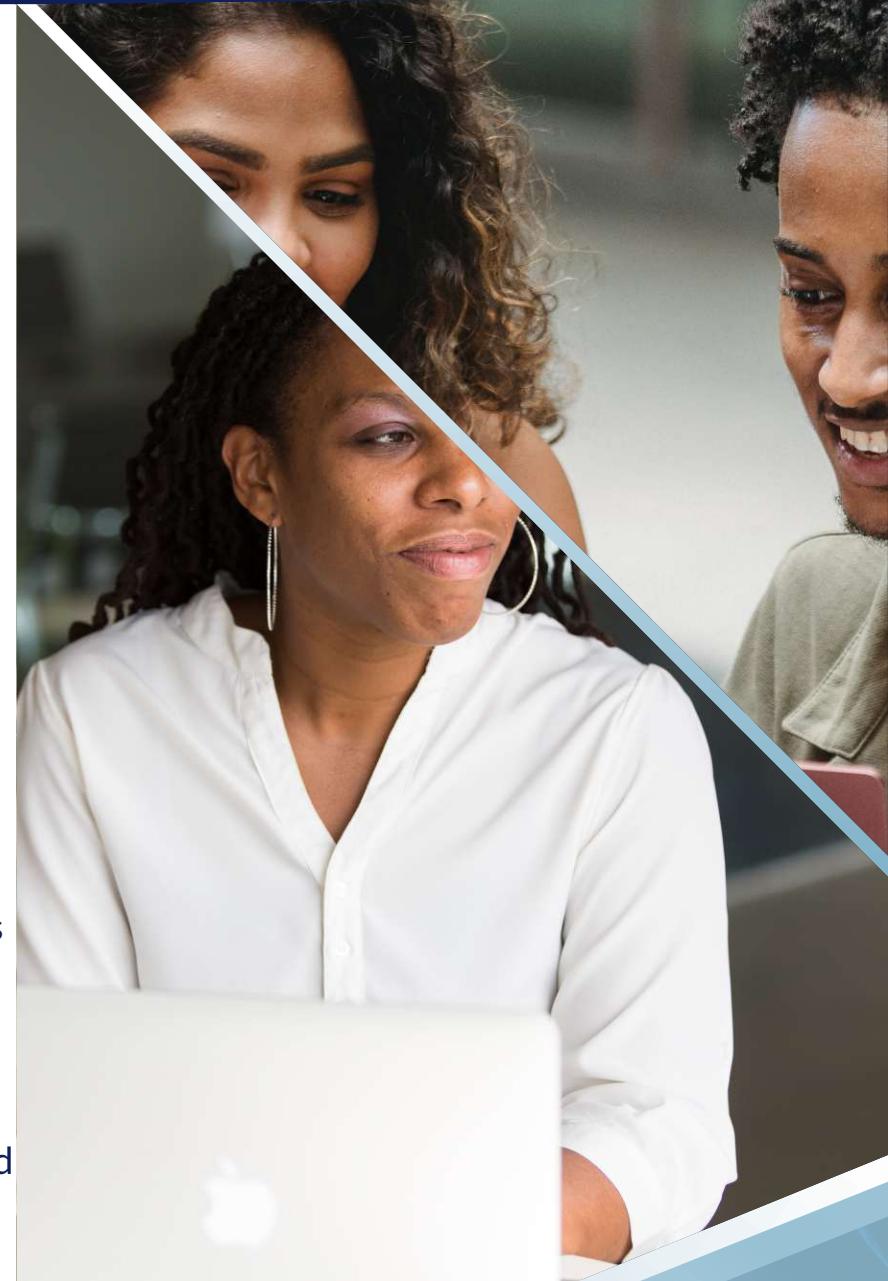
- ✓ Easily manage your job vacancies and get applications from internal and external applicants through your own dedicated job site.
- ✓ Our system can automatically rank applications made for vacancies so that you can focus on the highest-ranking applications thereby saving time.
- ✓ Bizsoft HRM ensures timely communication at every step of evaluation, so applicants feel acknowledged and informed.
- ✓ It includes reports and analytics to measure your time-to-hire, identify bottlenecks, and spot inconsistencies along the way.
- ✓ It allows Hiring team and collaborators to see resumes, comment, and view responses to candidate questions, and provide ratings.



Performance Management

Align Organisational And Employee Goals While Providing Improved Transparency And Employee Engagement

- ✓ You will be able to set employee objectives in line with organisational goals while taking into consideration individual employee needs.
- ✓ Our system helps you remove the subjectivity from your employee appraisal process and get an objectively measured rating for each employee.
- ✓ You will be able to engage your employees early in the process thus providing a better chance for objective achievement.
- ✓ The system allows Admins and executive to compare performance and engagement individually, by department, and across the entire company.



News And Document

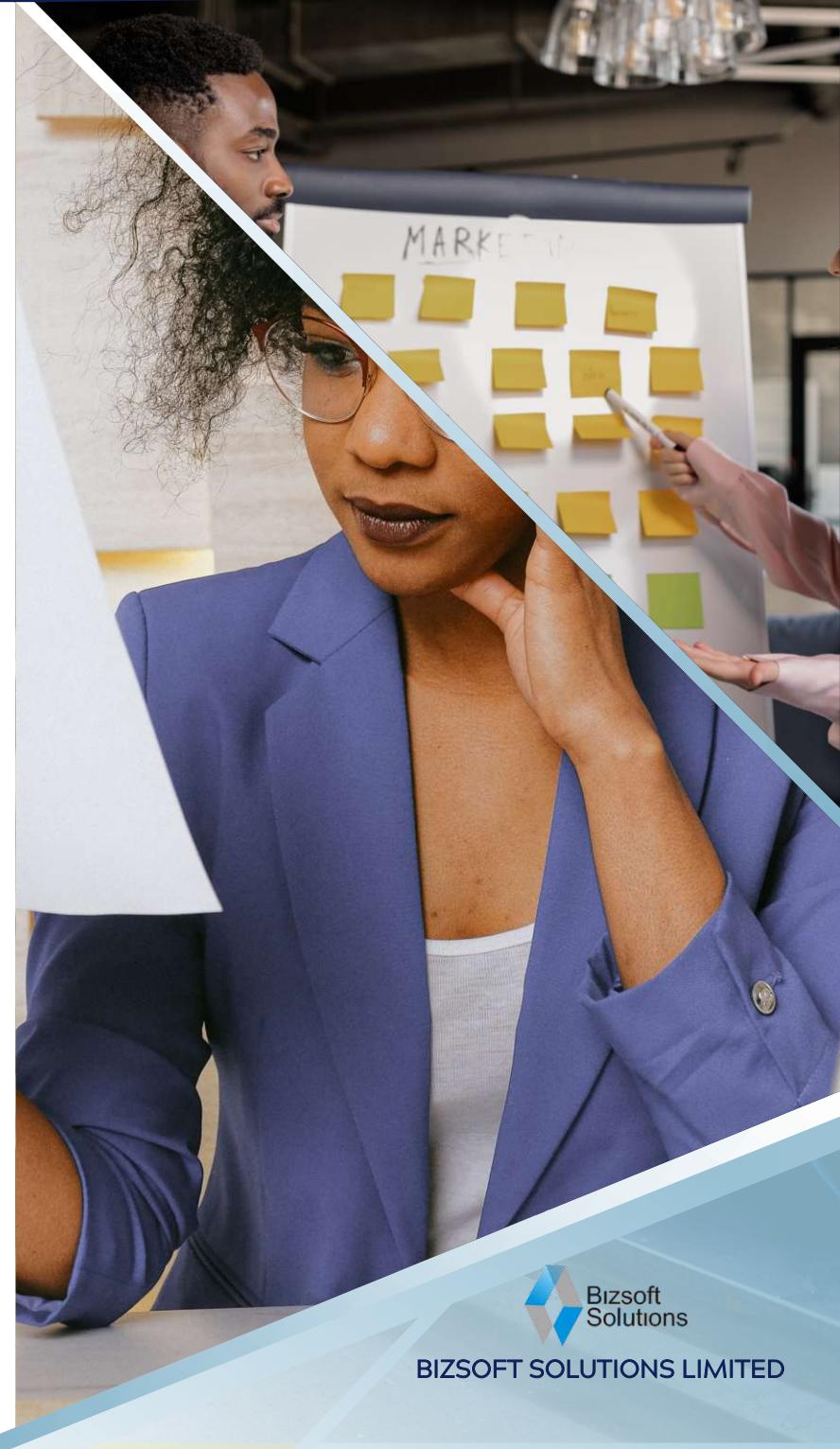
- ✓ Effortlessly upload all organisational documents relating to employees such as company policies, forms, employment contracts or any other document regularly used by your employees.
- ✓ Employees can easily search for required documents and get instant access from any location or device without the need to print, thereby saving time and cost.
- ✓ Our system promotes decentralisation of information management thereby allowing employees and managers to handle common tasks
- ✓ Employees can check their own payslip, update their own basic information and much more.



Training

Catalogue Training Opportunities Within The Organisation While Allowing Your Employee Take Charge Of Their Own Professional Development

- ✓ Our system will provide your employees the ability to view available courses and register for ones they are interested in and in doing so, you empower your employees to take control of their own professional development.
- ✓ You will be able to assign compulsory training to employees and track them to completion.
- ✓ Avail yourself of powerful reporting which will help gauge the effectiveness of training courses



Entry And Exit Management

Create Better First Days For New Hires, Keep Great People On Board With Great Onboarding

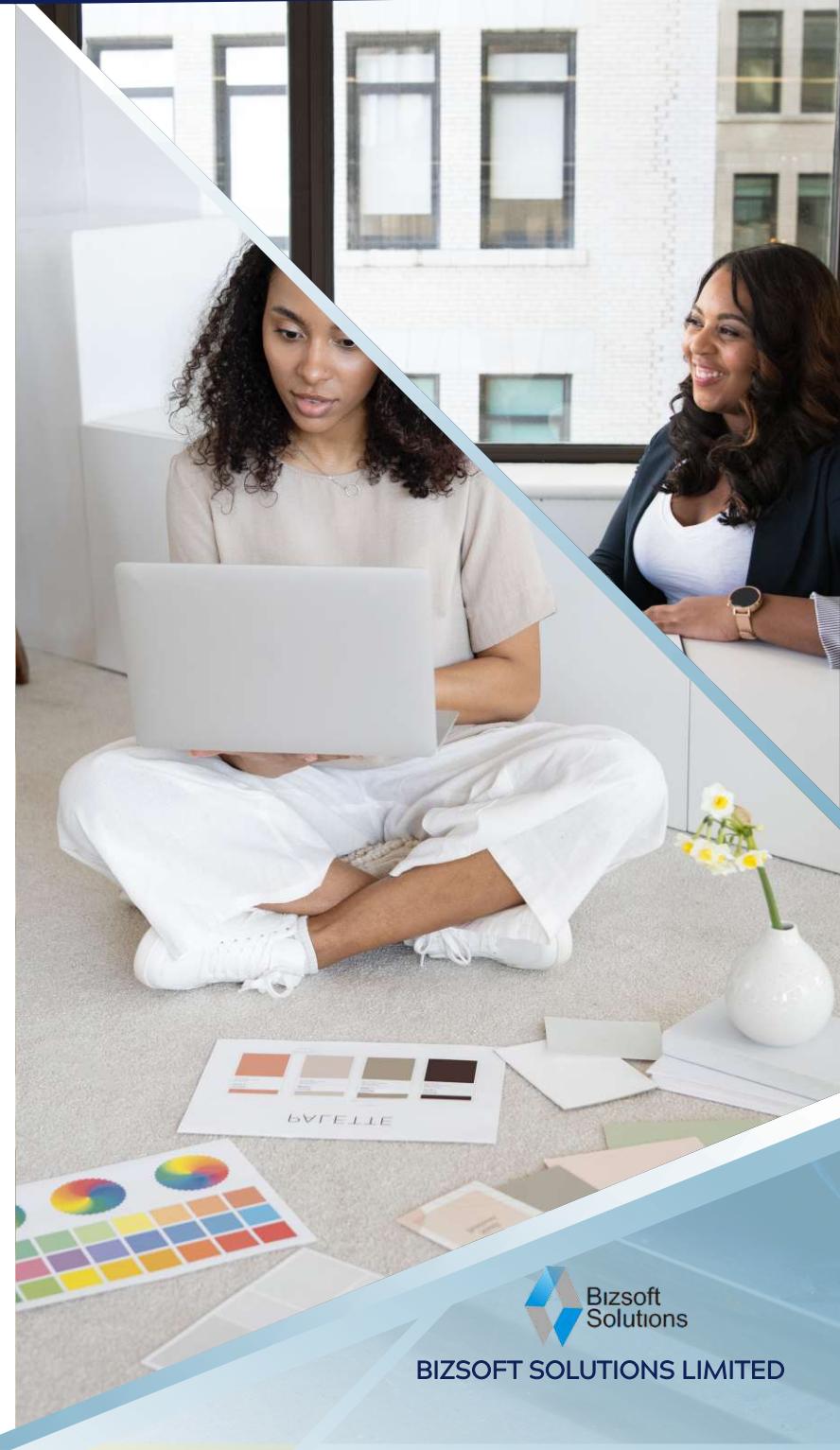
- ✓ Bizsoft HRM helps ensure your employee onboarding process is organized and efficient.
- ✓ You can automatically send onboarding tasks to new hires for them to complete on their own time, at their pace.
- ✓ Bizsoft HRM helps reduce stress and eliminate follow-up calls and emails by proactively answering common questions and making the exit process simple and clear.
- ✓ Bizsoft HRM helps you build accountability into your offboarding process, making sure employees are heard and giving you the chance to learn how to improve.
- ✓ Bizsoft HRM helps you sleep easier by automating information security restrictions, delegating property collection tasks, and ensuring compliance.



Asset Management

Easily Track Organisational Assets Thereby Gaining The Ability To View Which Employee Holds What Asset

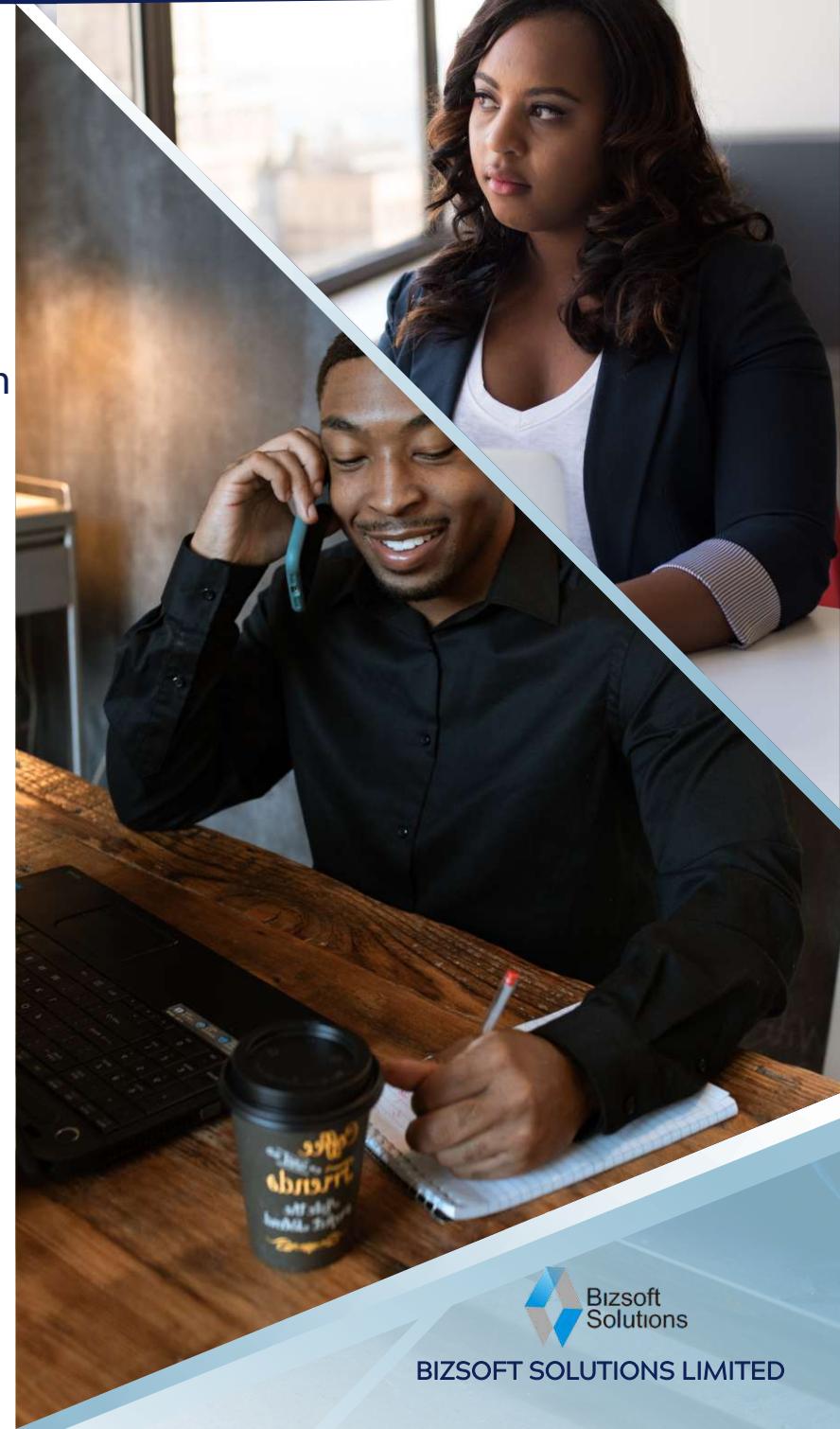
- ✓ Use the asset module to keep track of company assets assigned to your employees such as mobile phones, laptops and even company cars while attaching important documentation for easy retrieval.



Audit Trail & Advanced Reporting

Gain Access To A Comprehensive Employee Record Audit Trail And Take Advantage Of An Intelligent Reporting System Tightly Integrated With All Modules On The System

- ✓ Every change made to employee records is automatically tracked and kept by the system thereby giving you access to who changed what when.
- ✓ Build a history of changes on any employee file regardless of who made the change thus allowing management to maintain an oversight on changes made on the system
- ✓ Using our powerful reporting engine, you will be able to extract useful information from your staff records.
- ✓ Gain insights to staff lateness, attendance rates, absences, performance amongst many.



Dashboard And Updates

View Important Metrics About Your Workforce At A Glance With The Ability To Drill Down

- ✓ Our brilliant dashboard presents you with useful information immediately you log into the system.
- ✓ Ability to get useful metrics such as punctuality rate, attendance rate, turnover etc. all in a single glance with the ability to drill down for more information.
- ✓ Metrics are colour coded so you can easily see things that require your attention.
- ✓ Get all notifications requiring your attention in one place including links which allow you to directly act on such items thus enabling you to work smarter and saving you time

Fully Automated Update Process Helps Future Proof Your Investment

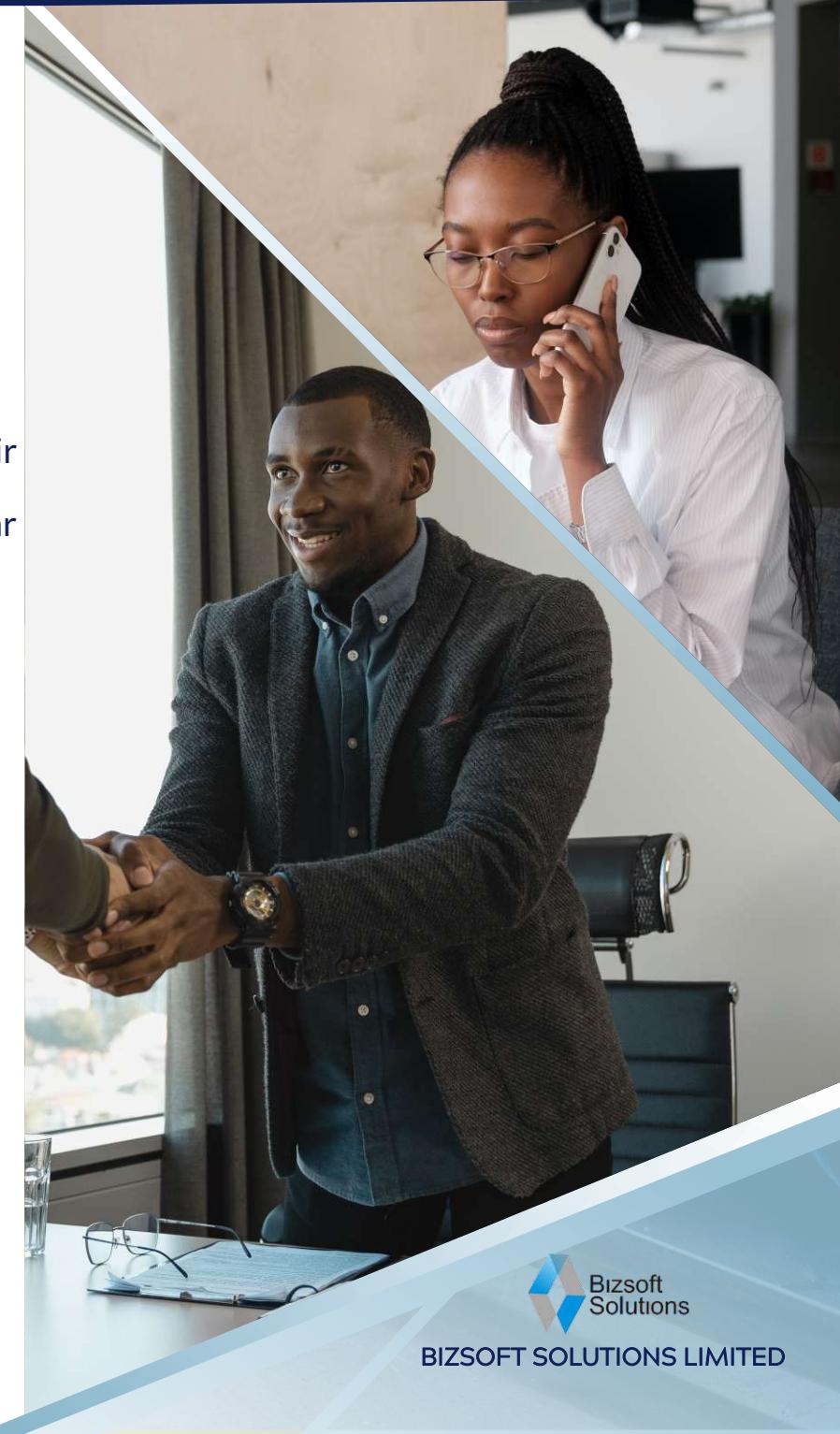
- ✓ Our unattended update system keeps your system updated automatically with no need for human intervention.
- ✓ You will receive new features and enhancements seamlessly at no extra cost thus ensuring continued fitness for purpose and maximal Return On Investment



Dashboard And Updates

Frequent Addition Of New Features Means A Constantly Evolving Software

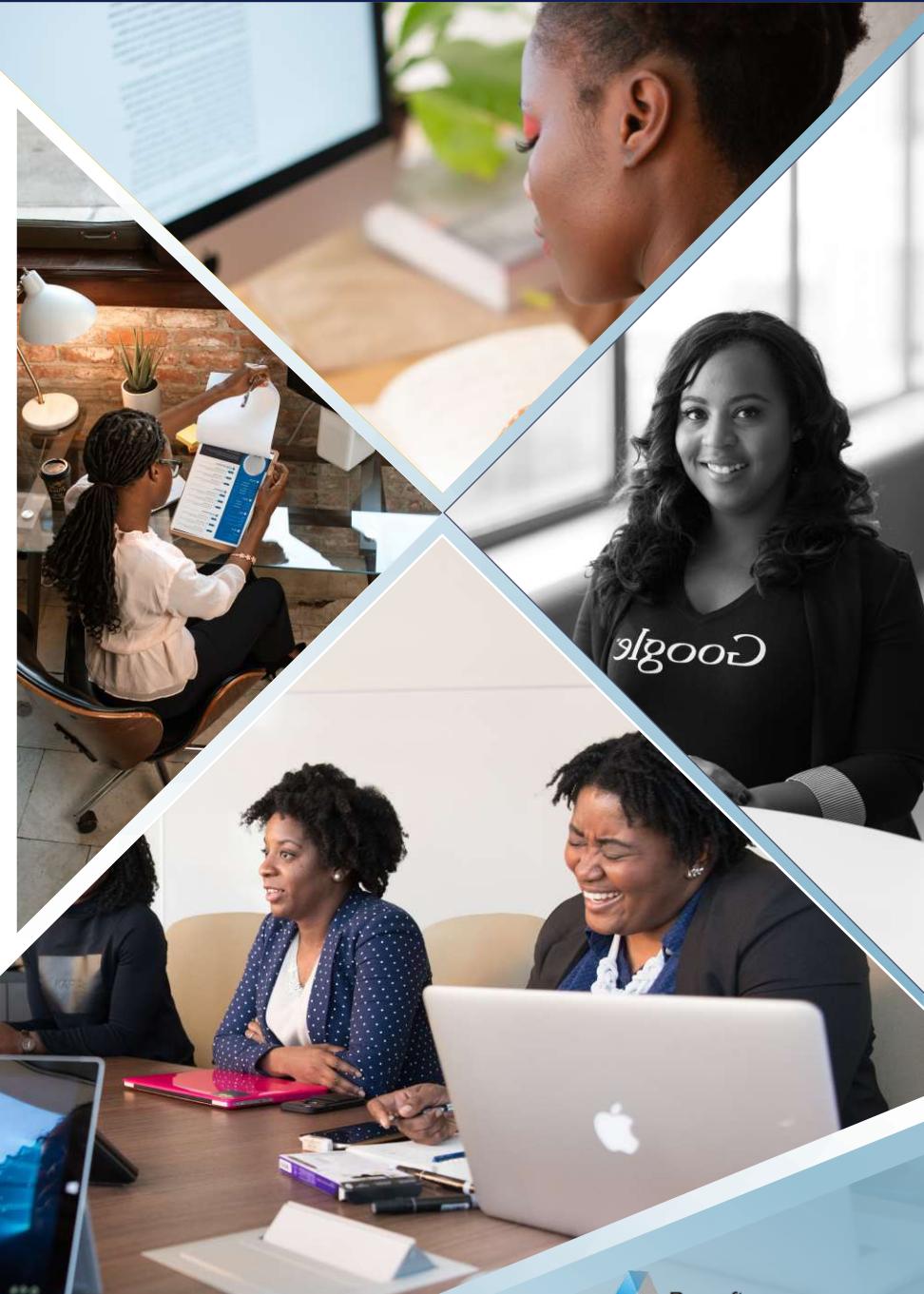
- ✓ An in-house development team which directly engages with the support team ensures that customer feedbacks make their way into the development cycle thus ensuring that the software meets more and more of your organization's peculiar people management needs overtime.
- ✓ A shorter update cycle means new features arrive much quicker and bugs fixes are delivered quickly and efficiently.



➤ OUR ESTEEMED CLIENTS



MANAGEMENT SERVICES LIMITED



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➤ CONTACT & LOCATION

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