



Alpha Systems Pvt. Ltd.

**YOUR
BUSINESS
GROWTH
PARTNER**



Alpha Systems Pvt. Ltd.

COMPANY PROFILE

COMPANY OVERVIEW

Alpha Systems Pvt. Ltd. was founded in 1999 as a sole proprietorship and later registered as a Private Limited Company in 2006. Alpha Systems Pvt. Ltd. was started with the vision to create progressive learning process and providing transparent and customized solution to clients gradually we succeeded to gather people with same vision under a roof of ASPL and continued towards progress. Working as private limited company has given ASPL a mature status in BPO industry however we are devoted to grow and become part of our stakeholders' success.

ASPL has set out to revitalize your business. We are a Human Resource Outsourcing company, who provide end-to-end BPO solutions to local and multinational organizations working in Pakistan. Since our inception, we are serving the corporate sector and by the passage of time through our hard work, dedication, and the courage to grow and improve our services and our processes we have developed a team of professionals.

Today the challenge faced by companies is to survive by retaining their valuable human resources cost effectively. This has enabled organizations to seek partnerships by adopting BPO model either wholly or partially.

OUR SERVICES

We have the Expertise and Tools to cater to your organizations end to end Human Resource requirements at all levels. Our strength is your satisfied workforce that is focused on core business areas generating the revenue you would like to achieve in the long and short run.

Payroll outsourcing

➤ *Payroll management*

ASPL through its HR Coordinator administers all the HR and Payroll activities:

- *Pre Hiring Checks*
- *Issuance of appointment letter*
- *Monthly salary disbursement*
- *Salary Increment database, Timely payment of bonuses & rewards*
- *Processing of Expense Accounts, Travel Advances, Overtimes and Emergency loan advance requests*

By employees

- *Processing of new contracts*
- *Registration with group, health insurance and EOBI*
- *Preparation of Income Tax Projections*

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- *Providing a Focal Point for employees to cater to their queries*

Complete Recruitment Services

A complete recruitment solution is offered to our clients which includes CV collection, scrutinizing, interviews, short listing of candidates as per each client's unique and special need. We are flexible to create "customized" services to serve our client's as per their specific requirements.

Our recruitment process includes;

- *CVs Screening*
- *Pre-Employment Screening*
- *Finalizing Candidate*
- *Collecting CVs and Portfolio Management*
- *Maintain and Update Client Database*
- *Coordinating Candidate and Client*
- &
- Making Pool of Potential Candidates*

Co-Employment Services / Contract Work Force (CWF)

We offer our clients Co-employment Services where the employees are on ASPL payroll. ASPL acts as the Administrative employer and our client acts as the Worksite employer. The benefits of Co-Employment Services are as under:

- *Curtail HR Cost / Reduced Overheads*
- *Work On Demand*
- *Better access to quality talent*
- *Improved procurement cycles*
- *Improved compliance and reduced risk*
- *Enhanced responsiveness to employees and suppliers*
- *Enhanced data and measurement*

➤ Legal Formalities

Government Mandatory Compliances like
Income Tax
EOBI
Professional Tax

Management of HR and Payroll activities are done as per State and Local legislation. Monthly salary is disbursed in the last week of the month. To facilitate the employee, Income Tax calculations based on projected salary for the year are prepared at the beginning of the financial year. Based on these projections regular deductions are made and deposited with the Tax authorities. End of the Year Deduction details and Income Tax certificates are issued to the employees.

ASPL PORTFOLIO



IBM, Pakistan
supplies

Contract Workforce services and IT



Lenovo, UAE

Contract Workforce Services



Gateway, Singapore

Consultancy and Advisory Services



AFACT, Taiwan

Event Management Services



E-tech Group

Advisory Services

Keywin Trading Company Recruitment Services