**ELITE ENTERPRISES**

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**Subject: - Introductory profile.**

**ELITE ENTERPRISES** is an executive search and recruitment services firm, specializes in the placement of professionals across all verticals and managing manpower ***i.e. Permanent as well as Contractual.*** It is known among corporate for its professional approach, delivery of expert solutions in its area of expertise, i.e. **Recruitment, Headhunting.** These services are provided using cutting edge technology and revitalize processes that: -

* Reduces the time for sourcing candidates for recruitment;
* Improves the efficiency of the recruitment and placement processes; and
* Reduces the clutter of unqualified candidates that enter the recruitment pipeline by providing re-screening and pre-screening facilities.

We have an experienced team of **Ex L&T** and **Ex Toyo** professionals with over 2 decades of experience in carefully selecting, screening and short list the right profile for customized needs of client. Our clients are key players in various sectors such as **Engineering, Oil & Gas, Petrochemicals / Refineries, EPC Consultants, Construction and Infrastructure, Information Technology.**

Our Service is not a simple forwarding of resumes, but is comprised of tactics that identify & select talented professionals suitable to the given jobs & its level. We are a combination of traditional as well as modern digital techniques when it comes to source right candidature. What ultimately count on us is that our clients can rely on receiving tailored support quickly & flexibly.

**OUR SERVICE**

**A. MANPOWER SERVICES:**

**B. PAYROLL MANAGEMENT / CONTRACT /TEMP STAFFING:**

* **MANPOWER SERVICES: -**

At Elite Enterprises we have wealth of experience in the area of permanent recruitment. Over a period of more than 2 decades, we have developed high degree of expertise in fulfilling permanent positions. Our team of experienced recruiters ensure that we understand your requirement in detail and conduct innovative head-hunting techniques to deliver right fit candidates on permanent rolls of client organization.

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## Recruitment Capability

### Strategy

Working together with our clients, we evaluate the situation and determine a search strategy for finding the best candidate. An important aspect to this process is a clear understanding of the client’s culture, the position, responsibilities and necessary qualifications needed to do justice to the position. Once the profile is developed, we define our search strategy, including target sectors, companies as well as levels which result in finding the best person for the job.

### Candidate Identification and Assessment

We conduct preliminary research for developing an initial candidate list. We contact, assess and validate a short list of potential candidates through telephonic and personal interviews. We then prepare a candidate assessment report, which is then presented to the client for review. When the client is ready to proceed on the list, our team assists with coordinating the interviews as well as taking & incorporating regular feedback.

### Search Completion, follow up and hand holding

We consult with our clients to review top candidates and support the selection process. If needed we provide support in the negotiations between the client and candidate. Even after the position is filled, we conduct ongoing follow-up with both client and candidate to ensure success of the hired executive.

* **PAYROLL MANAGEMENT / CONTRACT /TEMP STAFFING: -**

HR & Payroll outsourcing services involves contract to hire staffing module, wherein the companies looking for its expansion plans, can take the riskless staffing module. Contract to hire module is a safe alternative to permanent hiring for the duration which could be short term or long term as per the clients’ requirement.

We provide Design Engineers, Draftsmen, to work at clients Office / Site, AND Construction Engineers & Technicians in all categories like Civil, Mechanical, Electrical, Instrumentation, QA/QC, **Safety Officers**, Inspection / Expediting and Erection and Commissioning to work at offshore / onshore project sites

Our [Staffing and HR Resources solutions](http://www.rkcogroup.com/hrconsulting.html) are tailored to enable organizations meet the challenges of today's fast changing business environment. We help clients by sourcing staff, sometimes at a very short notice.

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With ELITE being your staffing partner, you would be able to benefit from the valuable and cost-effective measure, thus allowing you to exercise greater flexibility through economic highs and lows.

* ELITE partners with customers to source the requisite personnel against the manpower staffing requirements.
* The personnel are brought on board on the rolls of ELITE\*
* Transfer of the newly recruited personnel on ELITE’s roll and thus ELITE takes the complete responsibility of servicing the payroll and other benefits
* Continuous servicing and processing of the personnel’s payrolls and other allied HR activities.
* Our team handles re-imbursement processing preparation of salary slips, PT, PF, Contract, ESIC and LWF, Income tax calculations, TDS deductions, Issuance of form 16, full and final settlement processing.
* **STATUTORY COMPLIANCE REGISTRATIONS OF ELITE ENTERPRISES**

**MSME :- MH33D0188003**

**GST :- 27AAIFE0734D1ZT**

**EMPLOYEE PROVIDENT FUND :- THTHA2077040000**

**ESIC:- 34000420620000606**

**PROFESSION TAX :- 27431795618P**

**LABOUR WELFARE FUND :- THTHAE000124**

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* **OUR CLIENTS**

**Over the years we have built long standing relationship with our clients.**

**Following are few of them.**

|  |  |
| --- | --- |
| * M/s Aker Solutions, | * M/s Larsen & Toubro Ltd. * M/s L&T ECC Ltd. |
| * M/s Technip Energies | * M/S TATA Projects. |
| * M/s Toyo Engineering (I) Pvt Ltd | * M/S TCE Consulting Engineers Ltd. |
| * M/s Hindustan Unilever Ltd. | * Reliance Industries. |
| * M/s Jacobs H&G Ltd. | * M/s Mahindra EPC |
| * M/s Leighton Engineers Pvt. Ltd | * M/s Burns & McDonnells |
| * M/s Artson Engineering Ltd. (TATA Subsidiary) | * M/s Aquagel Chemicals Pvt Ltd |
| * M/S Laxmi Organic Industries Ltd. | * M/s Ensepatec (I) Pvt. Ltd |
| * M/s Uniklinger Ltd | * M/s Ernst & Young |
| * M/s Intellect Bizware Services Pvt Ltd. | * M/S Dorf Ketal Chemicals Ltd. |
| * M/S Prasol Chemicals P Ltd. | * M/s General Mills Ltd. |

**BRIEF PREVIEW:**  
  
Since more than 2 decades we specialize in Sourcing Engineering & Construction Resources on Permanent & Contractual basis to leading Engineering, Oil & Gas & EPC Consultants.  
  
Presently we are Managing more than 50 Engineers on our Payroll for TOYO Engineering, Hindustan Unilever, Aker Solutions & Uniklinger Ltd.  
  
Our major Clients over the years are

* **Aker Solutions,**
* **Toyo Engineering,**
* **Jacobs (Thru. Consulting Engineers India Services Pvt. Ltd.)**
* **Hindustan Unilever.**
* **Technip Energies,**
* **L&T Hydrocarbon & L&T ECC.**

We also cater to Germany & US market.