



**SANVELS**  
Consulting Services

# About Us



Sanvels Consulting Services is established in November 2008 in Chennai with group of professionals from varied industries with vast technical and Managerial Experience. We excel in every sphere of HR activity, from the short listing of the potential candidates from

- Information Technology Services
- Engineering and R&D
- ITES/BPO/KPO
- BFSI, Insurance
- Telecom, Manufacturing Etc.,

## Our Vision

To be among India's Top 10 Growing HR Solution providing firm by the end of 2012.



## Our Mission

To help our customers to achieve their business objectives by providing the **innovative**, effective and efficient consulting solution.



# Search



## Human Resources

### Search:

Business organizations, worldwide, share the quest to attract people of superior talent to join their top teams. Companies who have strategically structured their top management with well-qualified professionals have experienced improved performance and positive changes in management practices. Therefore, such people need to be searched like the proverbial needle.

Our Consultants develops a thorough knowledge of the client company's work culture, product portfolio and operational procedures as well as a familiarity with its management team. This knowledge allows her to speak with a passion and belief about a client company when he interacts with highly sought after candidates. It is an important factor in successfully recruiting top talent.

We pride ourselves on our flexibility so we can tailor our approach to help you achieve your goals. We are committed to excellence so we adopt a structured, evidence-based approach to the hiring process. We use a range of innovative analysis techniques, such as cognitive profiling and situational testing where appropriate to ensure we provide as much information and support for you through the interview process.

Our matrix structure based on industry and geography enables us to offer greater depth in each of our industry practices; bring in stronger focus to the diverse geographies we are present in. It is helping us consistently deliver the best resources to our clients, across verticals.

These are

- Banking, Financial Services & Insurance (BFSI)
- Consumer Retail Services (CRS)
- Information, Communication & Telecom (ICT)
- Information Technology Enabled Services (ITeS)
- Pharma, Healthcare & Life Sciences (PHL)
- Construction, Property & Engineering (CPE)
- Media, Entertainment & Hospitality (MEH)

Each of this practice is lead by a Vertical Head and ably supported by a team of Consultants and a dedicated team of Research Associates.

If you would like to learn more about Sanvels solutions for your business, please get in touch with us today at [executive.search@sanvelsinfo.com](mailto:executive.search@sanvelsinfo.com)

# Selection



Our teams relate well with you, speak your language and understand your needs deeper. They also understand candidates better and deliver best-fit candidates in short turn-around time.

Be it a project of hiring a team of people across levels and skills or recruiting for a few niche positions or managing a hiring project for a long term, we have the solution. Our solutions are appropriate for your scenario ranging from Database selection, Advertised Selection to Recruitment Process Outsourcing. Once a suitable candidate has been sourced, we call them to find out more about their reasons for wanting a new position, their salary requirements and career aspirations and invite them to submit further details via our registration process, which comprises an online questionnaire. If we are then satisfied that they meet all your requirements on paper, we invite them for a face-to-face interview. Here, we probe their CV further, testing for the competencies and skills that you require and looking for the all-important soft skills and qualities that are impossible to glean from a CV alone.

If we are then satisfied that the candidate fits your brief, we submit their CV to you, together with detailed profile/interview notes. In cases where a face-to-face interview has not been possible because of client or candidate time constraints, we will always inform you and will ensure that the pre-screening has nevertheless been as thorough as possible. Client Interviews & Placements We normally undertake to deliver 3-5 highly targeted CVs per vacancy, from which the client is welcome to further shortlist.

## Value Addition

- Understanding
- Mapping
- Developing a Sourcing Strategy
- Establishing Contact
- Evaluating
- Detailed Reference Checks
- Negotiations
- Post joining follow- ups

Competencies = skills + knowledge + behaviour

You let us know whom you want to see, when you want to see them and we do all the rest, including briefing the candidate fully on both the position and the interview format and ensuring they have all supporting materials or assignment details before the interview. We then liaise with you throughout each stage of the interview process, inviting your feedback on the candidates submitted and further honing the search criteria as your thinking about the role develops. When a candidate is successfully placed, we will undertake all communications regarding the offer, mediate on any salary negotiations and chase references if this is required.

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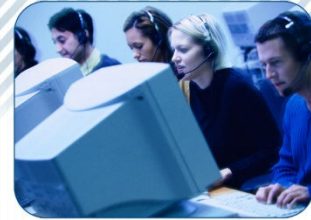
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# Staffing



Our service activity with a mix of tangible and intangible outcomes that is offered to a market with the goal of satisfying a customer's need.

## Staffing

Short-term projects are one of the highlights of modern day business. We provide temporary staffing solution that will help in hiring ideal candidates.

IT Staffing Acquisitions at Sanvels have always been worthy candidates who were already experts in their chosen field, with flawless track record, admirable educational background, certifications, and relevant experience. All this is to provide you assurance that the work done on our clients projects is delivered within the promised time frame. Sanvels provides temporary staff across a range of skill-sets across many locations in the country for a variety of industry sectors. We manage the entire HR process right from recruitment and selection, on-boarding, payroll, compliance, training till providing you detailed management reports.

## Flexi Staffing:

The need for flexibility of workforce, improvement in productivity and legal compliance at the workplace is more than ever before. To help Corporates meet this demand, we offer the right solution that covers almost every aspect of HR needs right from recruitment to exit modalities. We understand the concerns on flexibility of employment and associated risks and have established business processes, that offers flexible and cost-effective solutions and address the headcount needs and limitations squarely.

### Our end-to-end solutions

- Reduces your time and cost of selection
- Faster mobilization and demobilization of people
- Eliminates expensive contractual procedures
- Helps your organization in timely compliance of all Statutory obligations
- Offers greater 'temporary to permanent' possibility
- Helps you improve employee retention.
- Provides flexibility in workforce across various functions.

We offer

- Dedicated Account Team working closely with client's management team to support their strategies and goals.
- Customized and targeted recruiting and selection process designed for the client.
- Talent pool designed and built with our client's business objectives in mind.
- Cost savings and quality improvement programs customized to client's business and HR strategy.
- Sanvels In-house Services Care Program customized to maximize retention of talent pool.
- Streamlined payroll processing and reporting capabilities through software.
- One point of contact for all staffing needs, freeing client's management and supervisors to focus on their business.

Our account specialists are explicitly engaged with one client, handling all the work associated with the flexi workforce. Our onsite account management team works towards

- Reducing attrition
- Reducing absenteeism
- Supporting client executed performance programs
- Increasing flexibility of the flex workforce
- Improving the introduction process
- Reduced client time in handling flex workforce
- Improve flex-worker quality
- Improved "fitment"
- Improved productivity
- Reducing overtime hours
- Simplify admin processes
- Deployment of E-tools and reports

If you would like to learn more about Sanvels solutions for your business, please get in touch with us today at [sales.staffing@sanvels.com](mailto:sales.staffing@sanvels.com)

## Our Team and Infrastructure

Our people are the force behind sanvels distinctive innovative edge in recruitment industry with detailed update of current market standards.

They are well equipped with

- Deep Domain Expertise (technical & business)
- Continuous Training
- Talent Transformation Process



## Sourcing Methodology

### Understanding

Business background, Domain which they are focused

### Mapping

Industry, Location, career, consistent, culture, social

### Developing & Sourcing Strategy

Internal database (Mapped with all industries especially Information Technology & services, Engineering R&D)

References, Networking, Head Hunting, job postings

Social networking sites, communities, blogs Etc.,

### Establishing Contact

Interest checking, building rapport for continues support

### Evaluating

Interest checking, technical evaluation, communication level, candidates perception towards organization.

### Negotiation

Guidance towards the career path as well client value promotions towards market standards about salary.

### Post Joining follow ups

Complete background verification & track the candidate upto his joining.

# Out Sourcing



## Outsourcing

We offer strategic outsourcing solutions that give clients access to intellectual capital which may not be available in-house. By handling all the backend processes in an efficient and time-bound manner, we help organizations to focus on their core processes. We help small firms with access to the same economies of scale, efficiency, and expertise that large companies enjoy.

We provide fully integrated Payroll Processing and Recruitment Back Office solutions.

## Payroll Processing

Payroll management is an essential service, in the HR spectrum and is also perhaps the most complex. It requires a high degree of planning, efficient work allocation, rigorous quality adherence and agility. Choosing the right payroll partner would be a critical first step in maximizing the gains for any company.

Our payroll outsourcing unit offers error free payroll processing to our clients through a fully customized payroll engine that helps to process multiple clients with varied complexity. The engine is fully integrated with an Employee Self Service (ESS) window that facilitates employee interaction and Client Self Service (CSS) window that shares payroll related MIS with client through a secured web network.

We have a full-fledged expert team for statutory compliance management, where we handle PF, PT, ESIC, LWF, contract labour, shops and establishment act compliance for companies.

## Areas of expertise

- Payroll processing
- Reimbursement processing
- Query management/Help Desk
- Full & Final Settlement Processing
- Report generation
- Generation of Form 16 every year
- Record Retention
- Statutory reports generation and filing of necessary statutory returns
- Preparation of Salary Journal Voucher report

Our clients benefit from

- Accurate and consistent payroll processing
- Flexibility and ease in the delivery and reporting process
- Personalized Customer Engagement to handle all queries just-in-time
- Data security offered by our in-house data recovery center that provide real time back up of client data
- The acumen of our payroll experts who are up-to-date with the latest regulations (such as income tax laws) thus eliminating charges and penalties that arise from inaccurate calculations.

## Recruitment Back office solution



### Recruitment Back office solution

Our recruitment back office solutions are tailor made for non-core processes in recruitment. Candidates and recruiters are freed up from time-consuming activities such as customization of CVs and the expense and hassle of identifying candidates and processing applications.

With our technology edge in recruitment, we offer strategic initiatives that help our clients to cut costs and access intellectual capital in the market more effectively.

### Areas of expertise

#### Sourcing

- Job Posting & Management
- Advert Response Management
- Applicant Tracking and Head Hunting
- Recruitment Administration
- Database creation, updation, and mining
- CV Formatting

#### Selection

- Screening, validation, interview scheduling

#### Marketing Support

- Lead generation, RFP management
- Research support, Tele- marketing

#### Credit Control

- Invoice Handling
- Cash collection

#### Our value proposition

- Best Practices, Flexible Processes and Technologies
- Providing Transaction and Voice Based Support
- Skilled in Sourcing & Identifying “Best-fit” Candidates
- Understanding of Geographical & Cultural Nuances
- Defined & Measurable KPIs
- Low cost and flexibility in recruitment
- Research done in sourcing talented pool
- Experienced recruiters with deep industry knowledge

#### Benefits for clients

- Keeps focus on core HR processes
- Lowered hiring costs
- Shorter hiring cycle
- Improved hiring metrics
- Access to superior recruitment expertise
- Identify hidden talent in the market



## Sanvels - Milestones from 2008 Onwards

2008

Firm Founded November 2008



2009

Empanelment received from Major IT Companies Like HCL Tech Ltd, Deloitte Etc.,

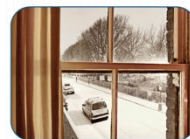
2010

Firm acquired Whitestreet Technologies - Infrastructure in 2010 November



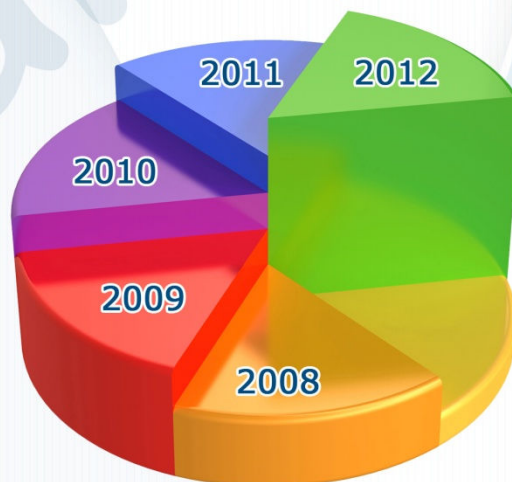
2011

Sanvelians - IT Division founded with small Development Team



2012

Still we continuing with our Journey.....



**Sanvels Professional & Staffing Services**

## Value Addition



At sanvels our business and process are bound by the values that we have set for our selves. Any business activity, to be profitable must have the manpower educated, skilled, trained, experienced, hardworking and loyal. The executives at Best are selected for their wisdom, wit, aggressiveness, personality, strength of character and personal warmth. In the Optimum Jobs team, you find all the characteristics of a worthy business associate and a good friend

- Innovation
- Integrity
- Dynamism
- Excellence
- Proactive Planning
- Gaining & Sharing Knowledge
- Respect for the self and all.

We use the latest **technology-managing** client and applicant databases and extensive utilization of other systems. We have the capability to thoroughly screen all applicants and provide our clients with the best match.

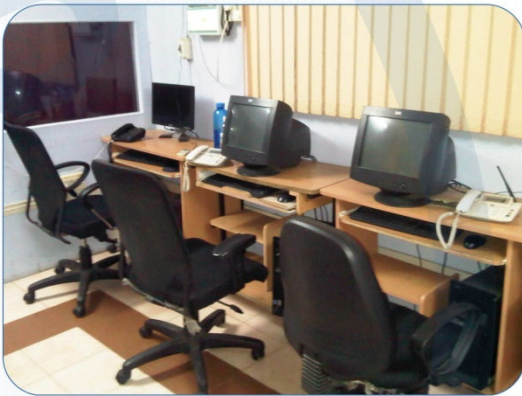
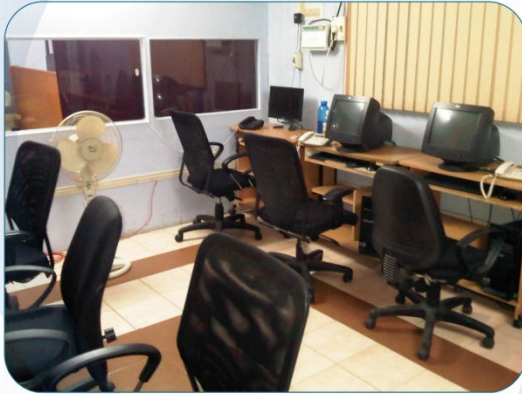
We offer our services to employers across the industry verticals which include:

- Information Technology, ITES /BPO/KPO (Expert in technical)
- Engineering, Construction & Infrastructure,
- FMCG ,Manufacturing, Retail
- Telecom ,Media
- Hospitality
- Pharmaceuticals & Healthcare
- BFSI
- Alternate & Renewable Energy and others across all levels

## FEW OF OUR VALUABLE CLIENTS



# Infrastructure



## Contact Us

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### Corporate Office:

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### Mail

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Client Relation : [client@sanvelsinfo.com](mailto:client@sanvelsinfo.com)

Sales Enquiry : [shankar@sanvelsinfo.com](mailto:shankar@sanvelsinfo.com)