Company Profile





ENTELLUS

SECURITY AND ALLIED SERVICES PVT. LTD.

Regd. Office:



Entellus Security and Allied Services Pvt. Ltd. was incorporated in the year 2008 and is today one of the most professional, quality conscious and versatile company offering an array of customized and flexible services to ensure the smooth running and functioning of your company without the hassle of you facing day-to-day complications. Successfully managed by Mr. Vishal Taneja, who has held the rank of a Major in Indian Army, the company is privileged to be registered under the Director General Resettlement, Ministry of Defense, Govt. of India.

Why a Professional Security & Facility Management Company?

Business entities have come to realize that maintaining a well-managed and highly efficient facility is critical to success. On one hand the era of traditional security and other non-core competencies based on manpower on permanent roll has gone. The security of an organization requires a well-planned security program managed by professionals who can provide security by identifying dangers and provide for their elimination.

On the other hand, new technologies, environment consciousness and health concerns have also had a major impact on the importance for the need of an organized Security and Facilities Management company. Both, the workers and clients, not only appreciate a well-managed facility contributing towards employees' career improvement and greater welfare, but also providing for improved work performances, productivity and economic benefits.

By outsourcing your requirements to ENTELLUS, you achieve a single point accountability, which gives you

- Meticulously planned and diligently executed solutions.
- · Healthy, comfortable, safe and secure work environment.
- · Customized solutions to each variable, to suit clients' specific needs.
- · On-going transactional cost efficiencies.
- Extended assets' life and reduced maintenance costs.
- Overall quality improvements.

Advantages of ENTELLUS

- Single stop solution to all needs of clients.
- Single point responsibility for multiple activities.
- Accessible 24 x 7.
- Professional expertise of a team of highly motivated, qualified & experienced management.
- · Highly motivated and well-trained workforce with expertise in their respective field of operation.
- Standardized as well as customized solutions to suit clients needs.
- · Standard Operating Procedures and Systems.
- · Timely and effective response on clients call.
- Completely ethical and transparent organization with best practices in industry.
- Utmost industrial and business confidentiality.
- · On going cost efficiencies.
- Regular audits and assessments.
- · Close liaison with clients to achieve :
 - ✓ Confirmation of clients' satisfaction.
 - Assessment of over all performance of our employees.
 - ✓ Implementation of laid down procedures and guidelines.
 - Prompt solutions to requirement identified.
 - ✓ Furthering good client relationship.





Manpower & Management Support Services





Manpower Services

Hiring the right manpower is the most important factor with respect to the success quotient of a business entity, department or process. However, aiming towards limiting of liability and owing to the time constraint of recruiting manpower directly, outsourcing of non core competencies is on rise. In response to the industry's growing demands for provisioning of locally based and managed resource service, Entellus Security and Allied Services Pvt. Ltd. has developed a fully Integrated Manpower Provisioning Services, Human Resourcing, Contracting, Recruitment and Training Facility across multiple domain. We are developing our competence to be one of the major suppliers of competent manpower to the varied clientele that we have.



We provide the under-mentioned manpower on contractual basis:-

Highly Skilled

- Professors, Teachers, etc.
- Doctors, Engineers Mechanical, Electronics, Electrical, Civil, etc.
- Senior Managers, Managers HR, Accounts, Finance, Operations, Field Work, etc.
- Consultants, Auditors HR, Legal, Finance, etc.

Skilled

- Technicians Mechanical, Instruments, etc.
- Inspectors General, Civil, Piping, Safety, Welding, Operations & Maintenance, etc.
- Accountants, Clerks, Secretary, Logistics Personnel, Inventory Managers, etc.
- Supervisors Security, Facility Management, Liaison, Safety, Works, etc.



Semi-Skilled

- Data Entry Operators, Machine Operators, Reception, Mail Room Attendants, etc.
- Pantry Operators, Waiters, Peons, Caretakers, etc.
- Electricians, Plumbers, Masons, Gardeners, etc.

Un-skilled

- Labours for Factories, Industries, Malls, Offices, Stores, etc.
- Manpower for loading, unloading, mines, civil works, etc.
- Office Runners, Assistants, Helpers, etc.



Management Support Services

In our Management Support Services we offer provisioning of personnel trained in various fields like general liaison, with dealers/vendors or local authorities. Reception personnel, mail room attendants, office runners/peons, catering personnel for inhouse canteens and various other personnel to carryout daily tasks effectively. The general works includes the under-mentioned tasks.

Help Desk

- Reception.
- Air & Railway ticket booking or cancellation.
- Arranging Conferences inside the premises.
- Arranging cabs for office staff members.
- Arranging Pick up & drop facilities for guests.
- Hotel booking for guests / arranging guesthouse facilities.
- Coordinating with Facilities Management team for any office support.
- Mobile/telephone/electricity/water bill collection and deposition.
- Coordinating with Administration for staff routine problems.
- Petty cash handling.

Reception

Daily

- Greet Visitors and seat them.
- · Guide them to the meeting rooms or conference or relevant employee.
- Avoid making visitors wait long, inform and remind the concerned individual about the appointment.
- Ensure the right ambience is maintained at the reception.
- Arrange all newspapers, magazines, etc.
- Ensure that cleanliness is maintained at all times with the help of the cleaning department.



- Collection of proximity cards or visitors slips before the visitor leaves the reception area.
- Preparing necessary displays.

Monthly

- Prepare monthly reports on Visitor details etc.
- Check and compare bills for newspapers, magazines and co-ordinate for necessary payments

Mail Room Attendant

Daily

 Arrange for timely collection and delivery of mails/documents.





- Maintain records of incoming and outgoing mails.
- Arrange for proper segregation of mails and distribute in departments.
- Ensure safe and secure packaging of parcels.
- Coordinate with the courier company for timely pick up of documents and follow up & tracking of mail if required.
- Randomly checking timely deliveries of the documents to the destination by the courier company.
- Assist in negotiating contracts with Courier companies.

Monthly

Prepare details and billing amounts for courier companies.
Check invoices of courier companies and advise for payments.

Office Attendants

Daily

- Ensure that cleanliness is maintained at all times in their respective blocks with the help of the cleaning department.
- Do all the assigned work given by their respective blocks personnel i.e. getting papers photostat, delivering mails to the departments, collecting mails from mail room etc.

Pantry Services

Daily

- Serving Beverages.
- · Arranging & serving breakfast, lunch & dinner.
- · Refilling beverages vending machines.
- Cleaning of pantries with help of housekeeping staff.
- Up-Keep of cafeteria, serving food & beverages.



Monthly

- Prepare details of consumables of beverages vending machine.
- Coordinating with supplier for requirements.



