



Company Profile

RightRecruit HR Consultants

Meerut (Uttar Pradesh, India)

About Us



- ❖ We offer a gamut of services in the field of Human Resources for job seekers & companies located within India, such as Manpower Recruitment & Placement, Human Resource Outsourcing (HRO), HR & Payroll Software, drafting the Job Description (JD), providing Internship Opportunities, Interview Skills Training, PD & GD Sessions, English Speaking Classes, etc. We also take up Assignments & Projects in different areas of Digital Marketing.
- ❖ Our motive is to deliver quality in our services & provide value addition to the job aspirants or companies seeking our services.
- ❖ Our aim is to become a preferred Hiring Partner & HR Consultant for companies across all domains & industries within India and to aim for business expansion outside the country as well.
- ❖ We are associated with several top notch organizations across diverse industries & locations.
- ❖ We are based in **Meerut (Uttar Pradesh, India)** but work from a Coworking Office Space in **Kaushambi (Ghaziabad)** so as to maintain regular contact with our clients & candidates.



Mission & Vision



Mission: Our Mission is to be the preferred & trusted Service Provider to both our clients & candidates.

- To achieve this, we are committed to the provision of excellent customer service, quality staffing, excellent work ethics & competitive pricing.

Vision: Our Vision is to become the employers' preferred HR Consultancy of choice based on the extent & quality of our service.

- We also endeavor to be the preferred platform for candidates to discover & pursue exciting careers with their chosen organizations without any discrimination of caste, creed or gender.

Industries/ Verticals we serve



BFSI

IT/ ITES

Telecom/
ISP/ DTH

Manufacturing/
Operations

Retail

Education &
Training

Pharma/
Health Care

Digital Marketing

Hospitality

FMCG

Sales &
Marketing

Engineering/
Technical

Services we offer

Manpower Recruitment Services

Acquire, hire and
engage a high performing
workforce



- ❖ We provide dependable services for skilled manpower to organizations in different sectors.
- ❖ We provide our clients complete assistance in scheduling the interviews & maintain utmost secrecy in the selection process.
- ❖ We are instrumental in rendering genuine domestic placement services to the job seekers across different industries, skills, domains, job profiles, experience levels & locations.

Human Resource Outsourcing (HRO)



- ❖ HRO is the process of sub-contracting some or all non-core Human Resources functions to an external vendor who is specialized in it.
- ❖ It allows the Company to focus on strategic initiatives rather than managing transactional activities in HR Operations. It also helps in reducing & controlling operational costs.
- ❖ The Company can easily manage many of its critical focus areas through HRO such as Employee Attrition & Retention Activities, Employee Communication and Organizational Change (especially during Mergers & Acquisitions), Performance Appraisal, etc.
- ❖ We provide dependable services in this segment while maintaining highest levels of confidentiality & secrecy with each client.

HR & Payroll Software



- ❖ We provide One-stop HR Solutions from “Recruitment to Retirement” in the areas of Employee Data Management, Employee Communication, Statutory Compliances, Leave & Attendance Management, Payroll, Recruitment & Onboarding, Claims & Reimbursements, Training & Development, Performance Management, HR Help Desk, HR Audits & Exits. These services are available through any web browser and a Mobile App as well.
- ❖ Cloud based Technology for every size & segment of business to help them optimize their Human Capital Resources, conceptualized & built by none other than the Industry Leaders in HR.
- ❖ Instant access to employees & HR Department’s users providing them comprehensive personalized information they need to make quick decisions.
- ❖ Multiple Roles (Logins) can also be managed through this simple-to-use Application.

Digital Marketing Services



- ❖ We provide services in different areas of Web Designing & Digital Marketing (such as SEO, SMM, SMO, ORM, Google My Business, Google AdWords & Analytics, etc).
- ❖ Our commitment is to ensure high customer satisfaction & provide customized solutions to our valued clients.



Drafting the JD (Job Description)

- ❖ We are engaged in drafting spotless JD's for our clients across diverse industries, domains, job profiles, experience levels & locations. It helps both the Organization & candidate as it clearly spells out the Organization's expectations even before the hiring.
- ❖ A well written JD helps in measuring an employee's performance thereby improving overall organizational output which in turn leads to better revenues & profits in long run.

-  vipul@rightrecruitjobs.com

Interview Skills Training



- ❖ We also arrange Interview Skills Training for our candidates apart from Personality Development & GD Sessions, English Speaking Classes, etc.
- ❖ Such sessions are cost effective, customized & flexible. They ensure all-round development of the individual concerned.
- ❖ An individual's learning & skills have direct impact on his/her productivity at work while enhancing job stability as well.

Our Proficiency Forte'

✧ HR Policy & Administration

- Formulation & Review of HR Policies & Processes, Employee Handbook, etc.
- Suggesting further improvements or changes in HR Policies & Processes, Entitlements as per Organizational Hierarchy, etc.

✧ New Joinee On-boarding & Orientation

- Monitor & execute new joinee on-boarding activities along with HR Induction.

Recruitment & Selection

- Drafting an impeccable Job Description (JD) which mentions all the necessary inputs so as to start the Recruitment Process in the most effective manner.
- Conduct sourcing, preliminary screening (Telephonic), scheduling & conducting further interviews (Telephonic/ Technical/ F2F), short-listing candidates, finalize the joining date, salary negotiation & ensuring a smooth process flow for the shortlisted candidates as per Organizational Guidelines.
- Monitor & execute Fresher Hiring, Walk-ins, Campus Hiring, Bulk Hiring, etc within specified time-lines as per mutually agreed terms.

❧ Performance Management

- Managing Performance Appraisal Process across levels; handle the documentation involved in carrying out Half-yearly or Annual Appraisals.
- Assisting the Organization in setting KRA's (Key Result Areas) & KPI's (Key Performance Indicators) for the employees; formulation & review of the concerned policies as per requirement.
- Maintaining the Appraiser - Appraisee feedback & furnishing the same at the end of Appraisal Cycle.

Employee Retention Strategies

- It's a well known fact that effective Retention Strategies play a key role in retaining employees thereby reducing the costs which the Organization would have to bear if such employees leave.
- Retention strategies are policies & plans that organizations follow to reduce employee attrition. Their purpose is to ensure that employees are engaged & productive in long-term.
- Our strong background in the field of HR gives us a stronghold in this area as well. Hence, we are able to guide organizations, whether big or small, to formulate effective retention strategies for their employees.

OD & Change Management

- Organizational Development (OD) is a planned, systematic approach to improving organizational effectiveness – one that aligns strategy, people and processes. To achieve the desired goals of high performance and competitive advantage, organizations are often in the midst of significant change.
- Change Management is a collective term for all approaches to prepare & support individuals, teams and organizations in making Organizational Change.
- With the ever-changing business environment it becomes imperative for all businesses, whether big or small, to see the big picture & implement Change Management in their set-up as well.
- Our specialization in this area brings forth our ability to handle such tasks with ease while also handling resistance to change among employees, in general.

Employee Communication, Employee Relations & Grievance Redressal

- Resolve employee issues & grievances within the SLN's to maintain harmonious working atmosphere.
- Possess a logical, clear & unbiased attitude towards difficult work-situations; the ability to collate & make sense out of chaos & move forward.
- Maintain a good rapport with the employees concerned so as to understand their work related issues & concerns as & when required.
- Ability to handle labor unrest & disputes.

❧ Training & Development

- Designing & conducting customized training programmes aimed at optimizing knowledge & operational efficiency of the individuals concerned.
- Coordinate with Specialized Trainers for conducting external trainings as per the TNI.

❧ Digital Marketing Services

- We possess the necessary skills in the areas of Website Designing, SEO, SMM, SMO, ORM, Google My Business, Google AdWords & Analytics, etc.
- We believe in using our remarkable business insight & aesthetic sense for achieving the desired results in this area.

Terms & Conditions

◉ Commercials

- In case of Recruitment Assignments, the Payment Invoice will be raised after completion of **30 days** (or as per mutually agreed terms) from the candidate's date of joining for payment of the required amount towards recruitment of the candidate.
- **Professional Fees for Manpower Recruitment: 15 days of Monthly Salary** (or an amount/ percentage as per mutual agreement with the Organization/ Client concerned, depending on the number of positions)
- Payment Terms and Amount shall vary in case of other services as per mutual agreement with the Organization/ Client concerned and will be decided on case-to-case basis.

Contact Us

We would be happy to serve you & your Organization. Pls connect with us & share your requirements asap. Our contact details are mentioned below for your reference. Have a great day!!



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Thank You!!