



UNI-FOUND

# HELPING YOU REACH YOUR HR GOALS

## About the Company

Uni-found is India's one of the most promising provider of recruitment solutions. It believes in introducing quality talents to the reputable brands. With a strong network of team across the country we are able to assist the clients and candidates nationally with real emphasis on reliable, quality and expertise services. Our logical and hassle free approach ensures success to both our clients and candidates and to provide the right person to the right job.

## Our Services

- ✓ HR Management
- ✓ Learning and development
- ✓ Consulting



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## SERVICE PROPOSAL

Our human resource management services are designed to help customers reduce cost, enhance employee satisfaction and improve the delivery of HR strategies. Over the years, we have been revolutionizing HR management for several companies with our expertise in HR strategy, process redesign, organization change and employee relationship management. As our customer, we will bring the best talent into your organization, manage it and make it grow, so that your company can achieve better performance and profitability.

We offer a complete range of HR solutions Whether it is maintaining records, reviewing employees, auditing policies, implementing procedures, conducting interviews, managing performance, developing compensation plans, retaining employees or building employee morale, you can get access to all such human resource management services at Unifound consultants. Our

## HR services include:

### HR shared services:

- Vendor management
- Benefits management
- Survey management
- HRMS management
- Global HR helpdesk
- Labour compliance
- Full & final settlement

### HR management services:

- Compensation plan review and analysis
- Due diligence and acquisition planning
- Succession planning
- Employee incentive and retention services

### HR process consulting:

- Retention management
- HRSS preparedness and process re-engineering
- HR process audit
- Build, operate and manage services

## Payroll management services:

- Payroll processing and reporting
- Reimbursement processing
- Statutory compliances
- Employee self service
- Comprehensive reporting
- Payroll helpdesk
- Payroll tax reporting
- Online benefits enrollment
- Time off tracking
- Enhanced data security

## HR recruitment services:

- Project hiring
- Recruitment administration
- Analytics
- Applicant screening
- Reference and background check
- Candidate interviews and recommendations
- Integration of new employees

