

CORPORATE PROFILE



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Excel Sources at Glance

Excel Sources is an IT, Human Resource Management (HRM), Business Process Outsourcing (BPO), and capacity building organization. It also functions as IT and human resource department for organizations offering human resource management solutions.

The second area of operation is project development. The guiding principles are sharing responsibility with the corporate, development and the public sectors in developing their human resource.

As we believe in competency and professionalism, we have provided I.T. blend human resource solution to numerous clients including CPEC (China Pakistan Economic Corridor) organizations.

After our inception, we grew progressively within our domain and established a strong client base from all around the world. We are proudly attributed to meet the clients' standard efficiently because of our cost effective solutions and highly professional team equipped with vast knowledge and experience of the Technology & H.R. sector. We transform ordinary human workforce to extra ordinary resource; from an existing level of skills to professionalism to meet the desired standards.

Mission:

Socio economic growth through development of human and institutions to unleash their potential, improving lifestyles, providing quality business services, building alliances and conducting trainings for professional excellence.

Vision:

To elevate the human potential by empowering knowledge, skills and professionalism

We provide services within the following sectors:

1. Human Resource Management Consultancy
2. Technical Recruitment & Selection
3. Psychometric Assessment & Testing Service
4. Human Resource Training & Development
5. Human Development
6. Contact Centre Services
7. Executive Search & Selection
8. Human Resource Information & Management Software (HRIMS)
9. Pay Roll Management
10. I.T. Solutions
11. Web Design & Development

Our Services:

Human Resource Management Consultancy Services:

Excel Sources provides consultancy in areas of, HR & Management, Pay-Roll Management/HR Outsourcing, Training of Soft Skills, and Project Development & Implementation. Excel Sources is also known internationally for its unique successful work for Youth Training & Development and their placement on jobs. It covers recruitment, compensation, performance management, organization development, safety, wellness, benefits, employee motivation, communication, administration, and training.

Technical Recruitment & Selection:

Excel Sources has a vast experience in the field of technical resource recruitment & selection; we provide these solutions to most of the leading power generation companies in Pakistan. We have a professional system to recruit trained and fresh engineers through a modern computer based testing system than select them through the interviews by professional panellists from different relevant industries.

Psychometric Testing & Assessment Service

The Psychometric Assessment and Testing Service, enable individuals and organizations to stand high on organizational growth, productivity and human resource development. The scientific tool objectively assesses "hidden traits" of human. It measures more than self-perception, and include actual behaviour. This testing determines the level and strength of a skill for decision making on selection, corrective measures or training.

Test Formats

Online using computer

Paper pencil (manual)

Uses

- Recruitment and selection
- Promotions in an organization
- Training and development
- Professional profiling and learning plans
- Admission tests in educational institutes

Who can benefit

- Students for career choice
- Individuals for professional development
- Organizations for right selection for a job

Psychometric Measurement Dimensions

- Competencies
- Job Temperament
- Motivations

- Intrinsic Nature
- Intellectual Abilities
- Career Preferences
- Learning needs
- Job fit

Human Resource Training and Development Services:

Excel Sources has an extensive experience of conducting trainings related to the subject matter. We develop a customized training program keeping in view the needs and requirements of the clients which let us lead to mutual success. Our training department has trained so far more numerous professionals in MNCs & NGOs from more than 100 organizations. Training is not only our expertise, but our passion too. We care about our clients and work collaboratively with them to offer creative solutions and deliver excellent results.

Human Development Services:

From the past few years Excel Sources is continuously putting efforts towards human development and have focused on lasting impact.

The purpose of human development is to enlarge people's choices for socio-cultural development, livelihood, social well-being and positive change in individual's life. In principle, these choices can be infinite and can change over time. Our human development areas are:

- Entrepreneurship Development
- Capacity Building Initiatives
- Institutional Development
- Exposure Visits
- Mentoring Program
- Seminars and Conferences
- Career Counselling and out placement program
- Research and Development

Contact Centre Services:

Excel Sources is an accomplished BPO services provider that has never compromised on quality. We have extensive experience in hosting and managing both domestic and international outsourced contact centre projects. Currently, Excel Sources is delivering its services to a number of clients from various business verticals.

Through a robustly defined framework, every call is handled as per defined service levels and built in quality processes help in ensuring that every interaction with our client's customers results in a meaningful outcome.

Executive Search & Selection Services:

Executive Search and Selection is at the heart of our business, and we are one of the largest specialist firms in the country. We have a large data base of executives that we provide to various firms. Our specialised and skilled executives are our shining attribute.

We provide Executive Search and Selection services in broad range of sectors, for example, senior managers, directors and executives.

Human Resource Information & Management Software Services:

We provide:

- Integration of bio-metrics attendance system with HRMS.
- Online Performance Management / Appraisal System.
- Record keeping of personal files in soft / scanned form online
- Recruitment & Selection process (CV Database, CV sorting, short listing etc.)
- Leaving / Resigning, Termination and other functions online reporting
- Salary slips
- Payroll calculation with the input of attendance & incentive details
- Salary invoice preparation for client
- Online bank advice for salary disbursement
- Online taxation, EOBI, Social security and Gratuity
- Access to client for HR records and reporting in real time

Payroll Management:

We are proud to mention that we have been well experienced in providing payroll management services to various renowned firms. We like to give services to our valued clients based on a more personalised relationship. We provide services to allocate payroll manager for your business that will coordinate and meet all your payroll requirement needs.

I.T. Solutions:

Excel Sources Network Solutions, provide companies with state of the art computer network infrastructure to facilitate optimum performance. The benefits gained by our solutions designed by our certified engineers make a fundamental difference in the way you work, translating in to a competitive edge, higher profitability, and a positive impact on your bottom line.

Our I.T. Services Include:

- Web Solutions
- Software Solutions
- Network Infrastructure
- VOIP
- PCs Doctor
- Annual AMC planning
- CCTV and Security Camera Solutions

Why you choose Excel Sources?

- Complete HR solutions; recruitment to separation
- Vast experience of working with multinational & fortune 500 companies
- Data security and contingency service is ensured through BCP (Business Continuity Plan)
- Dedicated functionaries for each client
- 24 hours Help Line to assist employees and stake holders
- Designated financial services for each employees segment
- Technology based financial management to ensure transparency and speed

Recent Projects:

Huaneng Shandong Ruyi Energy Pakistan Pvt Ltd. Engineer`s Recruitment Project



Computer Based Testing:



Power China Gansu Investments Co (Post Qasim Coal Power Plant)
Engineer`s Recruitment Project:



Our Valued Clients:

- Huaneng Shandong Ruyi (Pakistan) Energy (Private) Limited
- Gansu Power China Investments Co Ltd.
- Purechem Industries Pvt Ltd.
- NevTech Industries Pvt Ltd.
- Futuristic Artists Ltd.
- Allspice Tech
- Travel Lounge UK
- 7-Continents Travel Ltd.
- Intersoft BPO
- South Asian Business concern
- BRKV London
- Fischer & Blank London Ltd.
- Flatshare London
- Take me Clubbing London
- PolySkill Learning Centre UK
- EDN World Enterprise
- Rapid Medical Services Ltd.
- AA Global Academy
- RiseXcel UK Ltd.
- The Bell House London

Our network comprises of:



PAKISTAN OFFICE

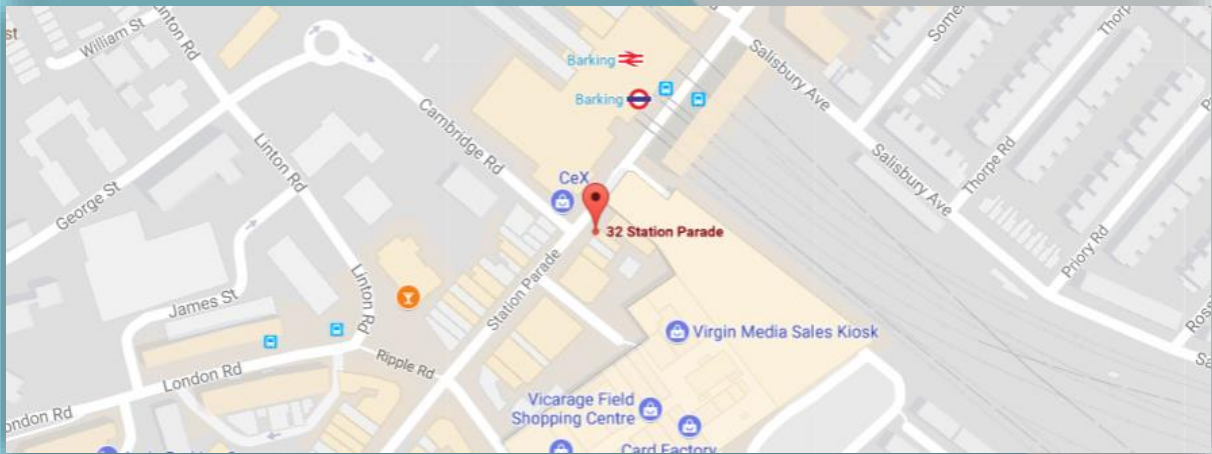
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Our effort is to be a leader and setting new standards in the industry, we are committed to deliver best of the services to our customers.