

# TEAMPRO

PROFESSIONAL | PROGRESSIVE | PROACTIVE



**TEAMPRO HR & IT SERVICES PVT. LTD.**

INDIA | KUWAIT | USA | NEPAL | SRILANKA

[www.groupteampro.com](http://www.groupteampro.com)

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# TEAMPRO

PROFESSIONAL | PROGRESSIVE | PROACTIVE



# WELCOME LETTER

*Dear Patrons,*

*We take this opportunity to first of all thank you whole heartedly for your kind consideration and interest in getting associated with TeamPRO. We extend our warm welcome to you as our patron. We assure you that you have chosen a dedicated team that works around the clock to make the ends meet.*

*We at TeamPRO give 100% to all your service needs, by consistently going the extra mile. In this same manner, we hope to earn your confidence and continued business. We are confident that you will enjoy working with our knowledgeable team and friendly staff and that you will be fully satisfied with the services we provide.*

*We look forward to serving you with your needs and we will always do our best to understand and evaluate your situation, which will help us in delivery seamless service.*

*Once again, thank you so much for placing your trust with TeamPRO – A place, where smart work never fails. . .*

*TeamPRO*





# MISSION & VISION

## Mission :

To partner with patrons and help them achieve their goals; aided by our professional, progressive and pro-active services, through a meticulously planned people management system and managerial practices for effective and efficient service delivery.

To serve the industry with the best possible services through a seamless, dependable, systematic, process oriented and quality driven HR & IT Services.

## Vision :

To become a highly technological and customer-centric service provider in the areas of Human Resource Management & IT Services by satisfying our customer needs and our core vision is to provide all our customers with the best possible service delivery.



# ABOUT TeamPRO

We are a Team of young professionals with dream to succeed in life through hard work, commitment and honesty. Our zeal to create value in all aspects of life brought us together as a team with passion to excel in our profession.

We believe in being proactive in this competitive world, which will pave way for an action led approach and thus creating a benchmark in the industry. At TeamPRO we trust in delivering the best by being focused, innovative and responsive to our client needs. We provide highly customized solutions that are perfectly aligned with our client's demands. Being accountable and transparent in our workflow, is our biggest strength and we work as a team and thus creating a strong trust and confidence with our clients. We work with people to transmit an effective relationship. We serve our clients through a methodical and a continuous work-process, which is time-effective. We progress each day with our unique USP's and process development, which we solely believe is the futuristic way to be successful in today's world.

We are a team of highly enthusiastic competent staff to render efficient and prompt services to our esteemed clients. We provide business solutions in an excellent standard and we ensure our support in the best manner, by constantly adopting the best practices.

We deliver a wide range of services in two main steams of the industry - HR & IT. In the domain of HR, we can support you with an umbrella of services including recruitment, manpower supply, background check, payroll, compliance & events. In the field if IT our resourceful and tech savvy team can deliver services including ERP implementations, app development, web application, customized solution and knowledge process outsourcing services.



PROFESSIONAL



PROACTIVE



PROGRESSIVE



FOCUSED



FLEXIBLE



INTEGRAL



RESPONSIBLE




COLLABORATIVE







# SERVICE HIGHLIGHTS



**Fully Automated, error-free operations  
to ensure seamless process delivery**

**Diversified presence with local offices  
to supply manpower from  
India, Nepal, Srilanka**

**Assured Service delivery with 100%  
compliance of Time, Quality & Count**

**Industrial and Domain specialized team,  
to cater our customer's needs effectively**

**Cloud based ERP access to client  
with Mobile app based monitoring**

**High End technology based operations**

**Fully stacked databases, with over  
33.4+ million job applicants' details**

**Cost effective and customized solution**

**24\*7 customer & candidate support**

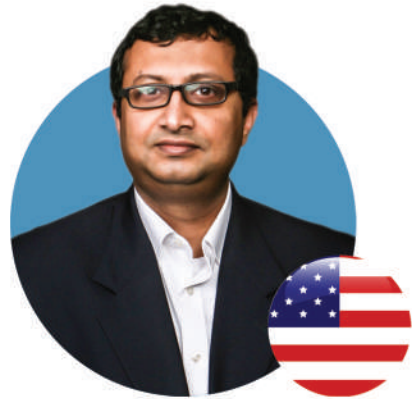
**State of the art fully equipped infrastructure**



# DIRECTOR BOARD



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# DIRECTOR'S DESK

Greetings from TeamPRO!!!

We are pleased to present TeamPRO on this company brochure, designed to provide you with most up-to-date information about our organization, capabilities and technicalities comprehensively. In this context TeamPRO has been formulating short and long term plans which will contribute to development and progression of nation's key industries, particularly in the field of Human Resources Management & Information Technology.

Organizations are created with the building blocks of hard work, persistence, an obsession for quality and a never say die attitude assures you for maximum satisfaction at reasonable price. We are confident that with our versatile adaptable and technology led efforts, we will meet the exacting standards of our clients. We want everyone who deals with us to see, understand and experience that we provide high-quality solutions – and to reap the full benefits of working with a company where innovation, unrivalled quality and the pursuit of excellence are day-to-day realities

We bring to our clients much wanted human values, integrity, trust and an assurance of responsibility all coupled with our expertise in HR & IT Services. Our biggest assets have always been our small but highly trained team and committed team of professional's who are backed by a very able crew of administrators. We have a clear vision about building on our strengths and our achievements while holding dear to our basic principles.

As we moved ahead to the next frontier of growth and integrated excellence, I seek the support and encouragement of all the clients as we treasure our client relationships and look forward to developing new client relationships in the years to come.



**Dinesh K Babu [DKB]**  
Managing Director

**Thank You!!!**



# LEADERSHIP TEAM



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# OUR SERVICES

## HR SERVICES

RECRUITMENT



BACKGROUND  
VERIFICATION

PAYROLL  
MANAGEMENT



STAFFING  
& SUPPLY

EVENTS &  
CREATIVES



COMPLIANCE  
MANAGEMENT

## IT SERVICES

ERP  
IMPLEMENTATION



KPO  
SERVICES





With a resourceful and ingenious team on-board, TeamPRO is all set to deliver the complete recruitment services to all of our clients. With a wide range of recruitment services, we assist our clients in hiring the best fit, which will contribute for organizational success.

**TEAMPRO**

# OUR SERVICES

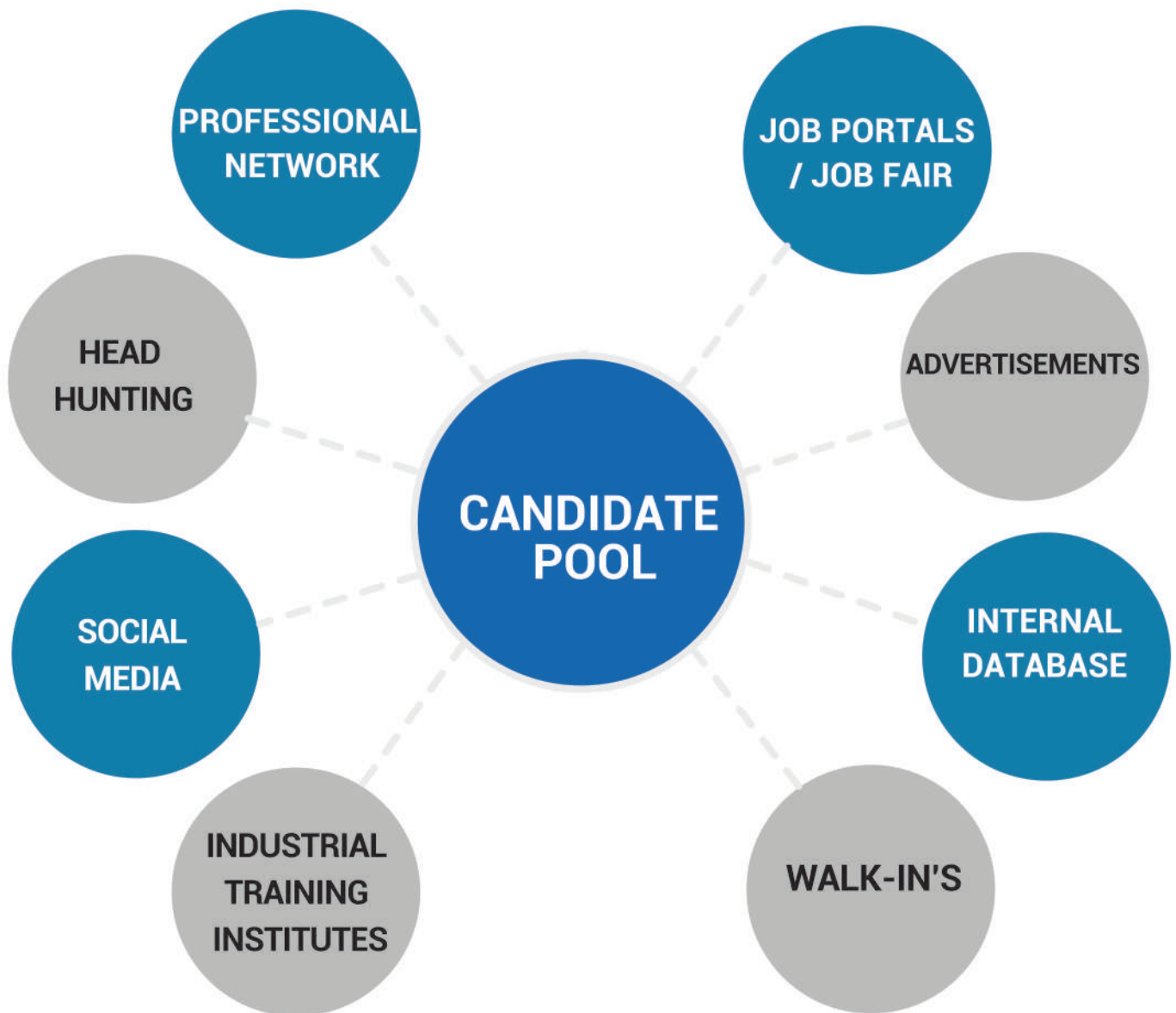


At team PRO, we offer entire range of recruitment services and we have highly senior recruiters, specialized in confidential searches and head-hunting. Our skill is well regarded in both domestic and overseas employments. Possessing a diversified skill set enriched team, our staffers are trained in all areas of recruitment and skill-sourcing activities such as blue collar and white collar searches, as well as executive searches for senior managerial positions. We source the best potential resource at minimum time and thus offering a timely service.

Our skilled and diversified technical skill-sets have wide exposure in more than 19 different industrial sectors and still counting. Industries like Automobile, Manufacturing, IT/ITES, Oil & Gas, Telecom, Hospitality and Engineering disciplines are our forte and our recruiters are given practical training on these industries. We hold meetings to understand the unique needs of our clients, such as the sourcing requirements, standards and industry jargon, which will be then passed down the line to the recruiters working on the job. This will allow us to profile, test and interview candidates from even niche areas, by our professionals, who are well versed in the stringent criterion and exacting requirements of each industry.

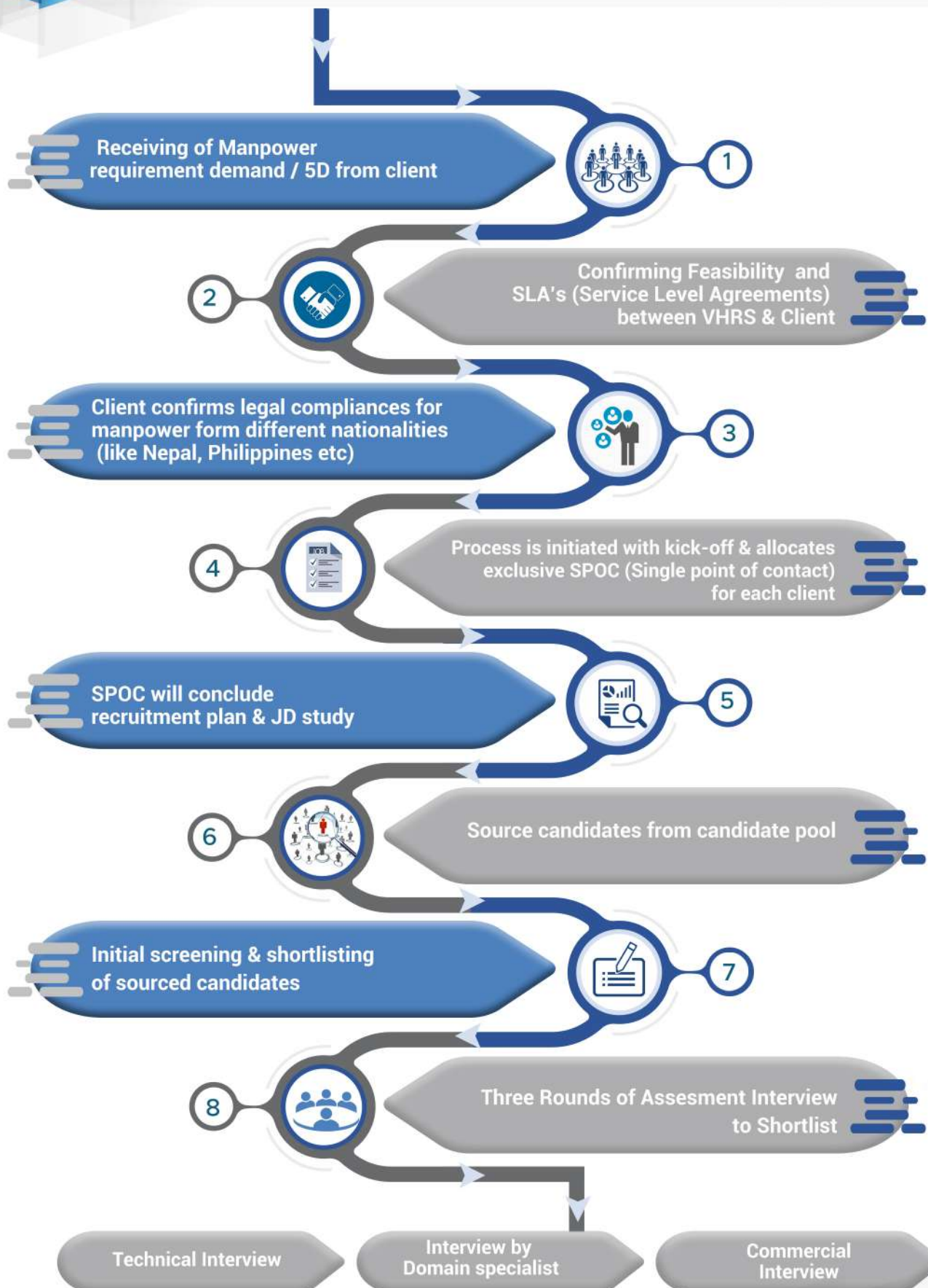


# SOURCING METHODOLOGY

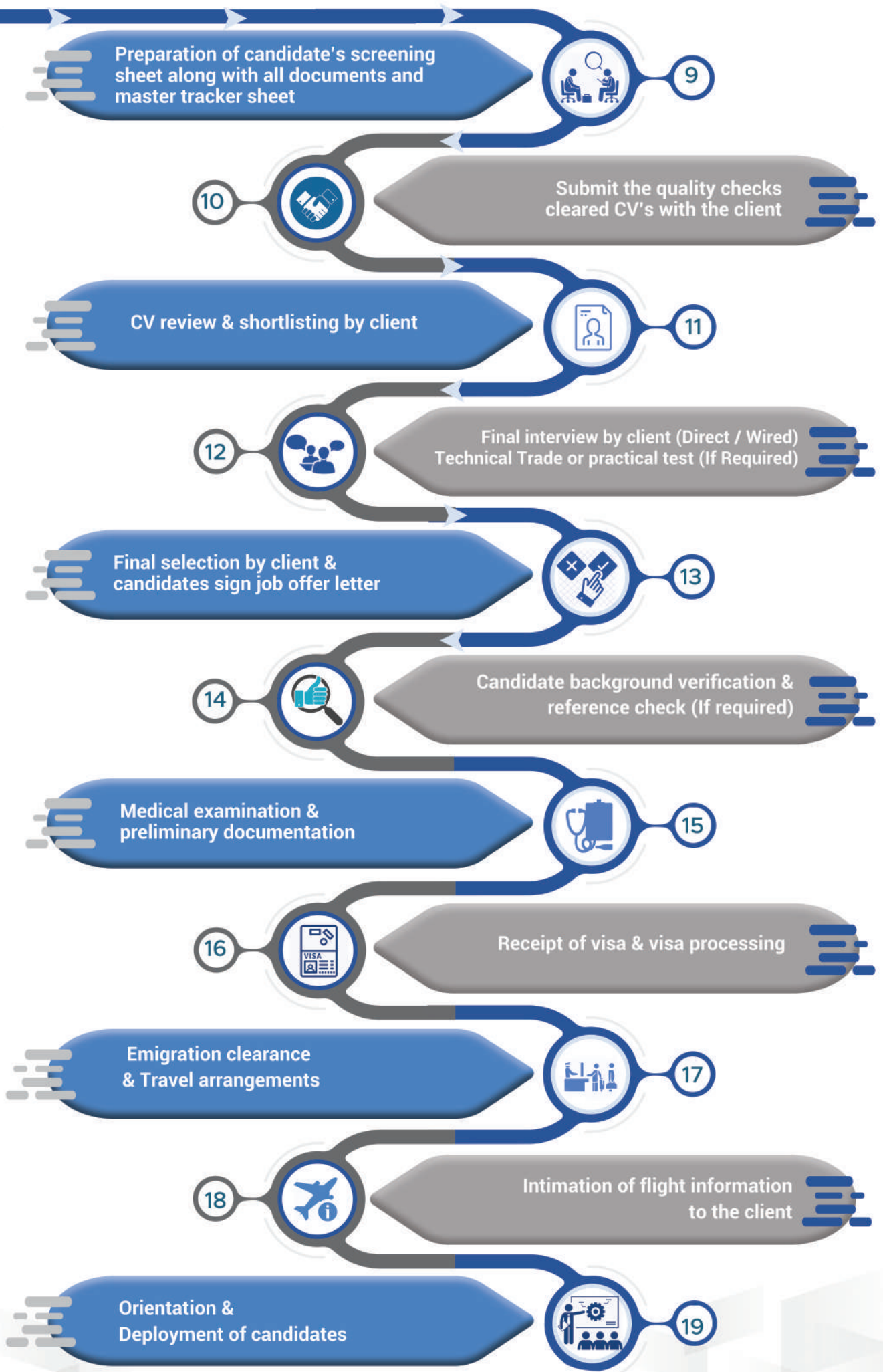


We have a specialized field-sourcing team, to get on the field across pan India to identify workforce like semi-skilled workers, laborers, technicians and highly-skilled workers. Our competence lies in our unique understanding of the inner-workings of each and every industry, and our close interface with some of the reputed clients, has allowed us to execute stringent screening procedures, backed up by a solid background verification system, in order to ensure that our clients receive nothing but the best.

# RECRUITMENT PROCESS

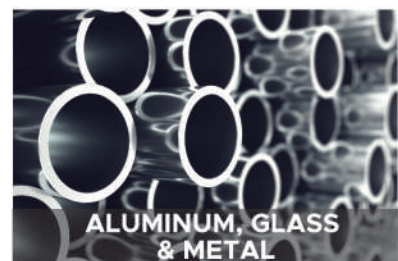
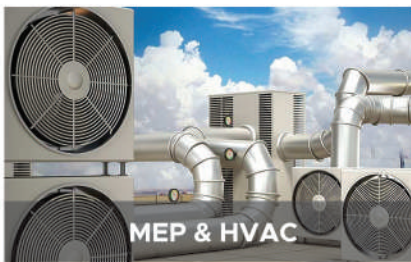








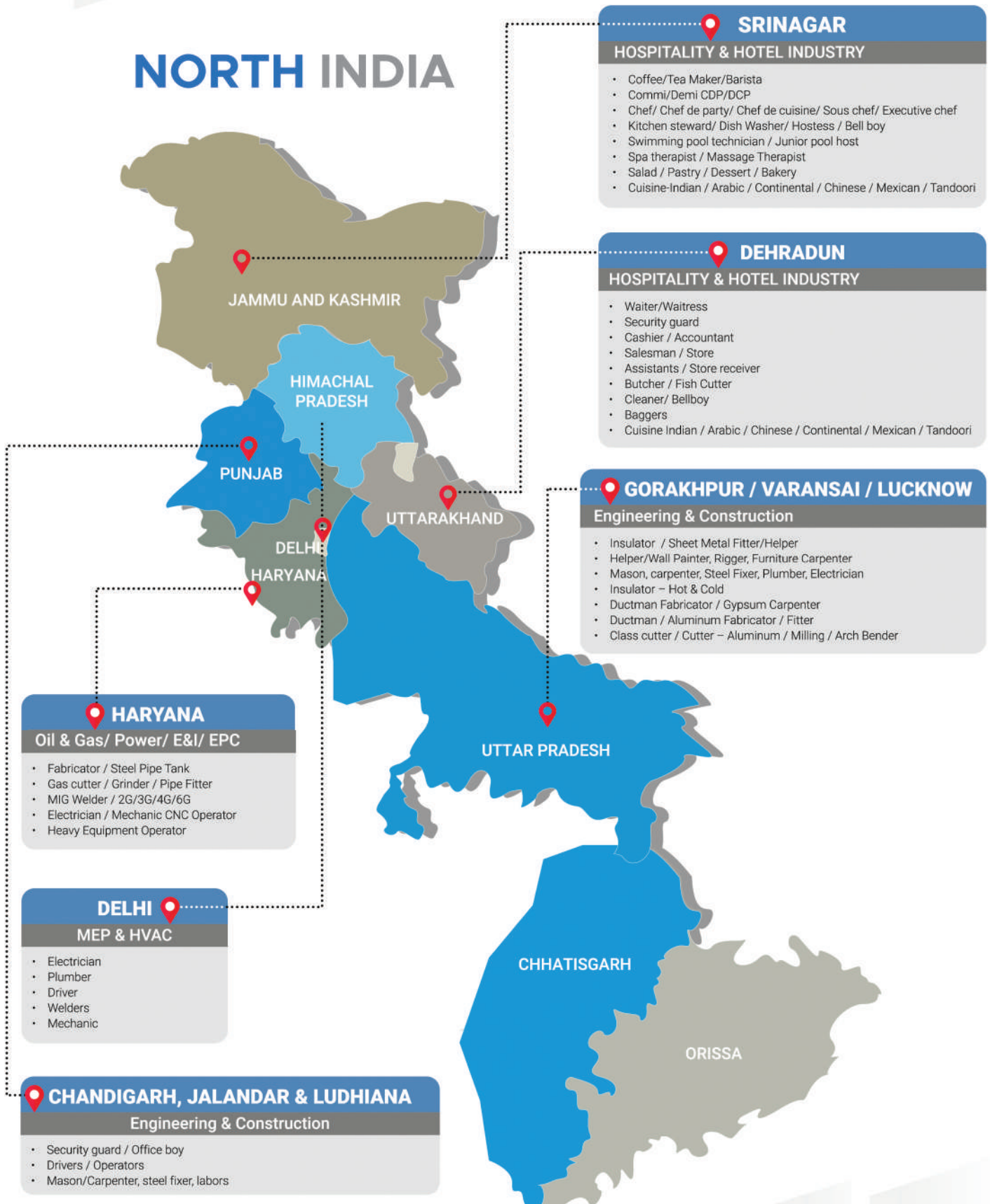
# INDUSTRIES WE SERVE





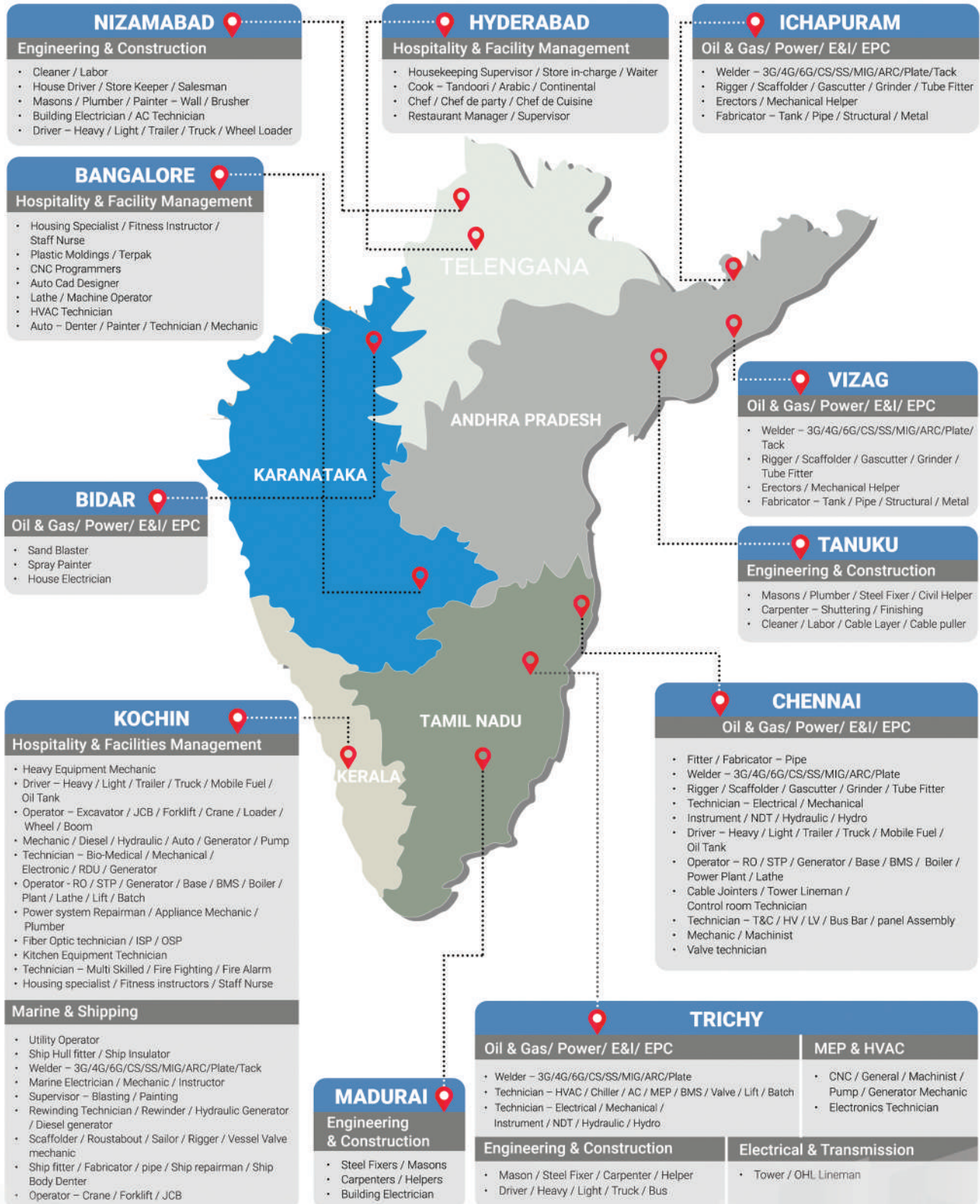
# MANPOWER AVAILABILITY

## NORTH INDIA



# MANPOWER AVAILABILITY

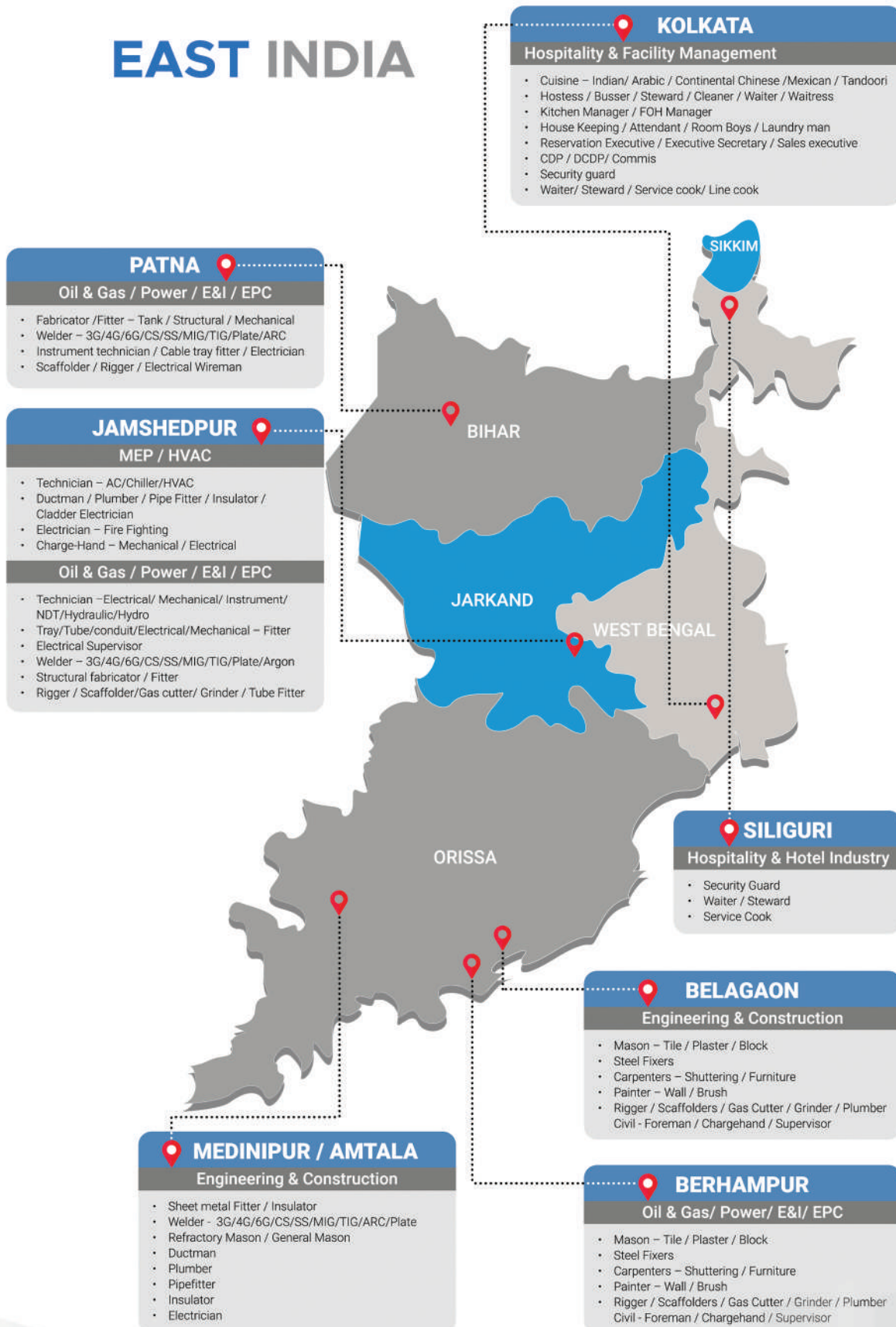
## SOUTH INDIA





# MANPOWER AVAILABILITY

## EAST INDIA



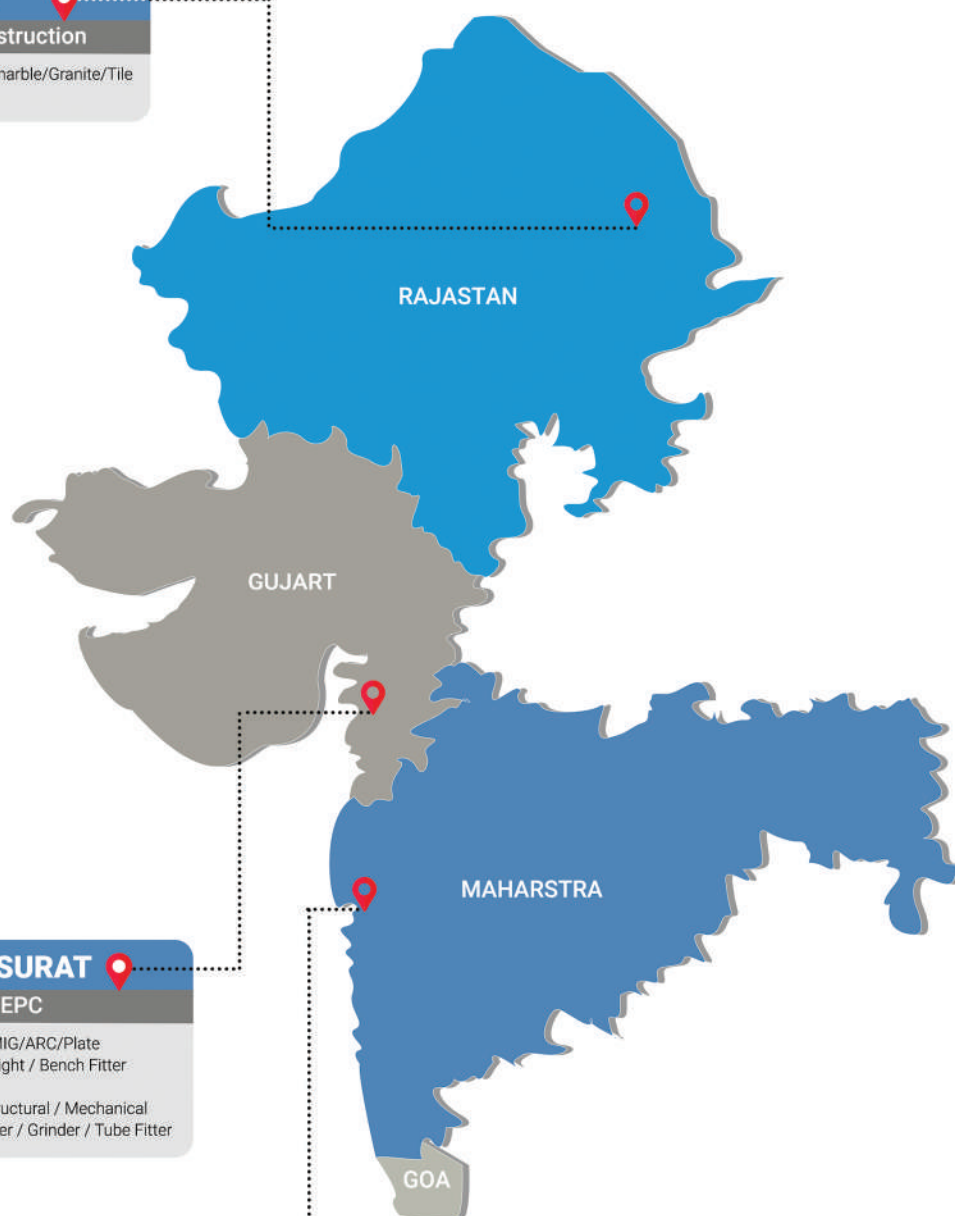
# MANPOWER AVAILABILITY

## WEST INDIA

**JAIPUR**

Engineering & Construction

- Mason – Stone/Brick/Block/marble/Granite/Tile
- Loading & unloading Labor



**VADODARA & SURAT**

Oil & Gas/ Power/ E&I/ EPC

- Welder – 3G/4G/6G/CS/SS/MIG/ARC/Plate
- Crane / EOT Operator / Millwright / Bench Fitter
- Hydro Test Fitter
- Fabricator / Fitter – Tank / Structural / Mechanical
- Rigger / Scaffolder / Gas Cutter / Grinder / Tube Fitter

**MUMBAI**

Oil & Gas/ Power/ E&I/ EPC

- Technician – Electrical / Mechanical / Instrument / NDT / Hydraulic / Hydro
- Fitter – Mechanical / General / Cable / Pipe / Structural / Steel / Electrical
- Rigger / Scaffolder / Gascutter / Grinder / Tube Fitter
- Technician – HVAC / Chiller / AC / Fire Alarm / MEP / BMS / Valve Lift / Batch
- Technician – Rotating Equipment / Static / Environmental / Telecom / Pump
- Fabricator – Tank / Pipe / Structural / Steel
- Welder – 3G/4G/6G/CS/SS/MIG/ARC/Plate
- Operator – Field / Machine / Forklift / CNC / Machine / Forklift / Lathe / Scada
- Airless spray painter / Sand Blaster / Hydrojetter / Insulator
- T&C – Electrical / Instrument / Supervisor / Foreman





# BACKGROUND CHECK



"Background verification is becoming indispensable these days to maintain workforce integrity, safety and to reduce the risk associated with industry-wide hiring decisions. We operate as your third eye to provide the insight you need to uncover the unknown facts decisively. "

**TEAMPRO**

# OUR SERVICES

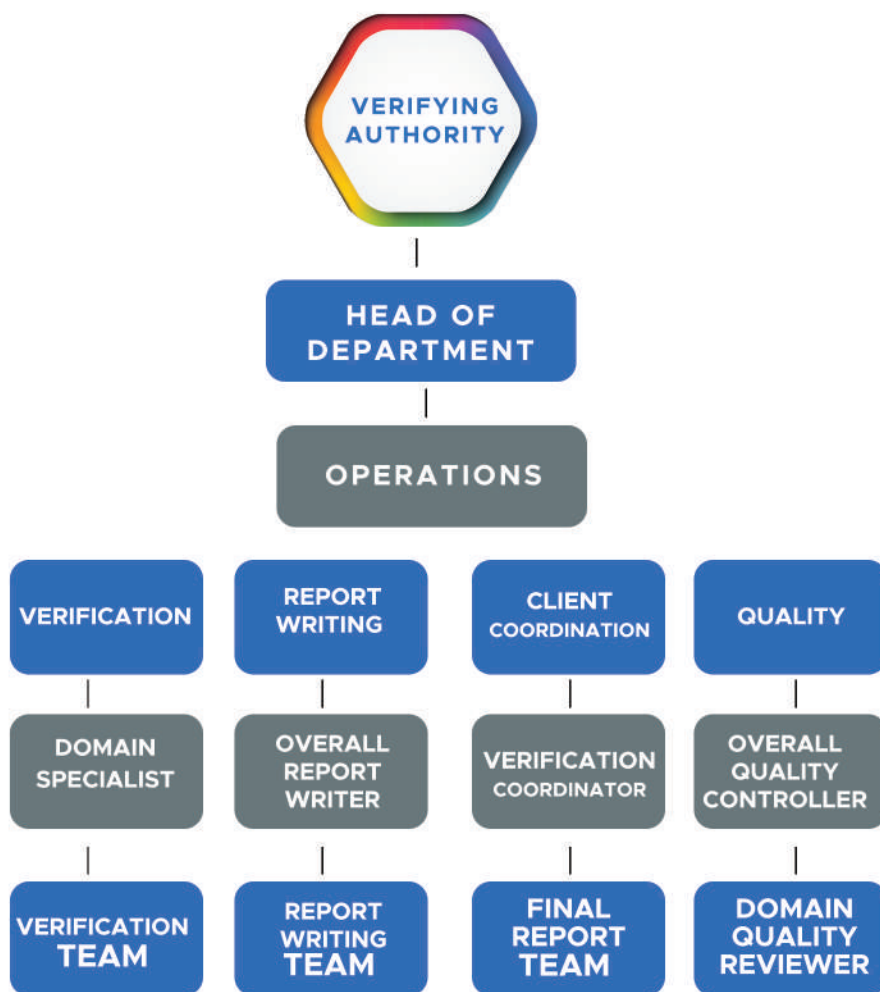
TeamPRO follows a Ingenious approach in background checks! We follow simple reports that offer smart, precise and comprehensive background checks that could enables the organization to focus on reducing your organization's risk and making the best employment decisions. Every new hire adds to business's productivity and security risks that companies must lessen in an increasingly complex environment and modest business cycle. We perform 20 different types of background checks and this way, we help you discover potential problems that can affect your business before you make the decision.





# OUR STRUCTURE

We understand the details and complexities of performing background checks. That is the reason we have clustered our business operations into 24 unique and distinctive spheres. Each and every one of which is significantly important and some of the interpretations are highly perceptive, requiring the prognosis of specialized experts in the areas of behavioral psychology and business law. Our command structure is stratified into a graded pyramid with separate divisions to handle verification across domains, report writing, coordinating and responding to client specific needs while ensuring quality and consistency at all stages. Each of these processes is monitored and controlled at divisional levels with additional oversight at departmental level and the final clearance at the Directorial level. Our multi-stage systematic process minimizes the possibility of error, while simultaneously ensuring that no detail, no matter how minuscule and insignificant is taken care of and reported. Our process is frequently tested for resilience, durability and quality, to ensure that even under duress, our systems cannot be breached in their integrity. The benefits of our background verification process speak for themselves. For the customer, it is the respite of having complete data security, with 24X7 accesses allowing for uninterrupted accountability.



## SERVICE SPECIALITIES

**AUTOMATED  
MIS REPORT**



**MULTILEVEL  
VALIDATION**

**PROCESS  
DRIVEN  
EXECUTION**



**REPORTS  
ON CLOUD**

**24 X 7  
ACCESS**



**HIGH DATA  
SECURITY**

# OPERATING STAGES

Our Background verification system is executed through seven stages beginning with profiling and concluding with report writing



All through the way, our customer relationship team is engaged with the candidate and client, maintaining all levels of confidentiality, at the same time ensuring multiple quality control checks to discard even the very thought of an error. Our checks and systems are competent enough to be equivalent to that of an intelligence agency.

The benefit for our client is the confidence of knowing that every candidate has been checked out thoroughly, and the assurance that no untoward incident would ever result from a lapse or oversight on our part. Today, we are determined to ensure that our client knows every single bit of information about the candidate so that they can focus more on their business needs.





# STAFFING SERVICES



At TeamPRO, we help our clients with staffing, by creating a pool of candidates, thus enabling the client to choose and hire from the candidate pool with ease. With services including Short-term / Long-term supply, our staffing services helps organizations in hiring right people for their operations.

## TEAMPRO

# OUR SERVICES

Organization creates a pool of applicants through staffing and this will act as a way-bridge to choose the right person for a job, thus increasing the organizational effectiveness without much burden to the principal employer. Staffing is the process of acquiring, deploying, and retaining a workforce of sufficient quantity and quality to create positive impacts on the organization's effectiveness. We do offer staffing solutions at TeamPRO to provide our clients with both Professionals and Technical Resources. Any organization needs the right people to succeed! We support short-term, seasonal, high-volume and niche contract requirements. We also provide contract-to-hire talent for project-based support with the option to hire our contractors as permanent employees, or find the permanent top talent your company needs today. By listening to our clients' business needs, we have gained a unique perspective into how we can help.

## WE SUPPLY





# OPERATING PROCEDURE

Signing up the service level agreement (SLA) & Scope of work (SOW)

Sourcing of matching resources as per JD

Shortlisting Potential Candidate

Providing sponsorship (International only)

Mobilization & Deployment

Monitoring of basic life support activity transportation food & Accommodation on Daily basic

Salary disbursement on time

## STANDARD OPERATING PROCEDURE

Assesment & Understanding of Job Description

First Level Screening of Potential Candidates

Arranging the Interviews with the Selected Candidates

Documentation & Processing

Daily attendance Monitoring

Monthly Timesheet and payroll Management

Remittance of Statutory Payments

## OUR USP



INDUSTRY  
EXPERTISE

01



RICH  
EXPERIENCE &  
PROVEN  
SERVICE  
TRACK RECORD

02



EXCLUSIVE  
RESOURCE  
TO MONITOR  
THE TIMESHEET  
AND  
MOVEMENTS

03



COMPLETE  
COMPLIANCE  
OF STATUTORY  
REQUIREMENTS

04



TECHNOLOGY  
EQUIPPED  
PROCESS

05



DIGITALLY  
OPERATED  
PAYROLL  
SYSTEM

06



PAYROLL AND  
NON-  
REMUNERATION  
PROCESS  
MANAGEMENT

07



ON TIME  
PLACEMENTS

08



PLUG AND PLAY  
TYPE RESURCES

09



SERVICE  
EXPERTISE

10

# SCOPE OF WORK

## CLIENT REQUIREMENT ASSESSMENT & MIGRATION

- Setting up of employee master – Employee Details, Earnings & Deductions
- Setting up of rules – Tax, LTA, Medical Reimbursement, Loans
- Sign-off on the process document and deliverables
- Dry run for the current month to match output
- Parallel run for 2 months and match output
- Live-run

## MONTHLY:

- Collection & Verification of variable input
- Payroll and full & final settlement process
- One cycle reimbursement processing in a month
- Income tax computation based on the ITDF's and proofs
- Pay slips and IT computation sheets through email
- Dispatch of the final pay out master.
- Standard reports & MIS as agreed in the agreement

## YEARLY:

- Proof collection, verification & updation
- Communication of the tax liability
- Form 16 & 24 processing
- Form 24 filling

## CLIENT RELATIONSHIP :

- A CRM based client interaction and engagement process
- High and measurable standards for responsiveness and first time resolution
- Feedback calls to access the quality of our service
- Detailed communication charter

## REPORTS & MIS:

- A web based client portal
- Configured for selective viewing: Ensuring confidentiality with access
- Ability to factor in a complex set up of cost centers, SBU, Line managers, Geographic zones etc

## VALUE ADDS :

- Automated reminders and checklists to ensure that the workflow is timely and accurate
- Reminder / Alerts for PAN/ITDF/Proof submission
- E pay slips





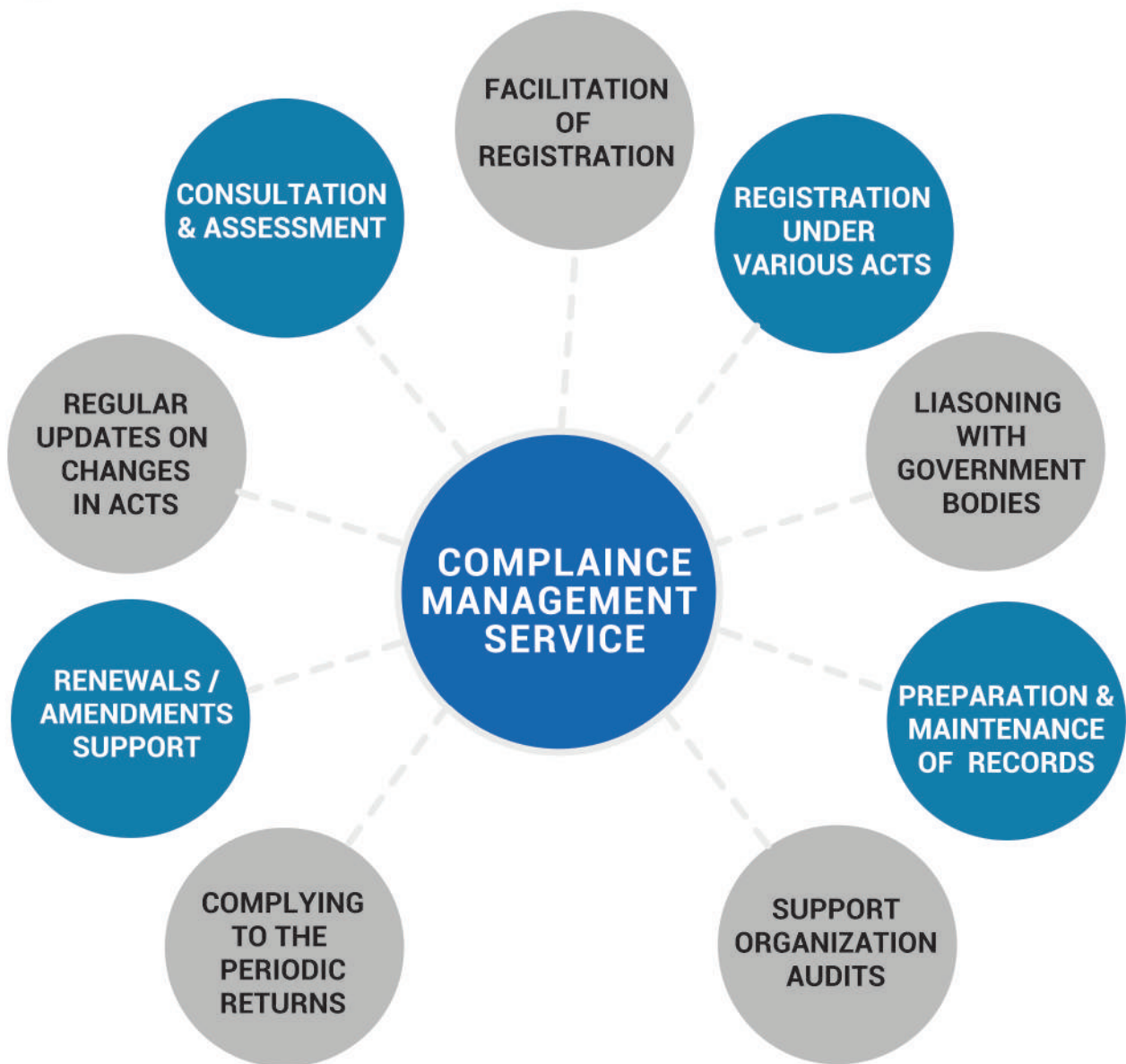
# COMPLIANCE MANAGEMENT



"We are honored and much pleased to introduce ourselves as a consultant for Industrial and Labor Laws. It has been a matter of immense prestige and honor that our privileged history is storied by successful businesses with so many industries and established corporate houses. With more than 15 years of experience, we have deep knowledge and expertise in Statutory Compliances matters of HR such as Employees Provident Fund Act, ESI Act, administration, etc." in short, **"WE MAKE THE LAW'S SIMPLE"**

**TEAMPRO**

# SCOPE OF WORK



## COMPLIANCE MANAGEMENT SERVICE

Complying with statutory regulations under various governmental bodies is a major challenge for corporates and industries. When it comes to compliance, it requires sheer knowledge, experience and expertise to meet the demand of regulation. Our partnership with your organization will facilitate, maintain and manage your statutory needs of both Central & State Acts. We have a strong and well experienced team to provide high quality services that cater the customer's needs. By partnering with us, you don't just outsource your Corporate HR solutions, but also gain the strength to maintain your business operations under any condition- complying with industry and government regulations and simultaneously gaining the ability to recover from the most challenging HR circumstances.



# HOW WE CAN HELP YOU

## **LAWS RELATING TO CONDITIONS OF EMPLOYMENT, WORKING HOURS ETC**

- Factories Act, 1948
- Shops & Establishments Act, 1961
- Industrial employment standing order act, 1946
- Contract labor (Regulation & Abolition) Act 1970
- Interstate migrant workmen (Regulation of employment & conditions of service) Act, 1979
- Dock workers (Safety, Health & Welfare) Act, 1986
- Building & other construction workers (Regulation of employment & conditions of service) Act, 1996
- The industrial establishment (National and Festival holidays) Act, 1965

## **LAWS RELATING TO PROTECTION OF RIGHTS & PRIVILEGES:**

- Industrial employment standing order act, 1946
- Factories Act, 1948
- Contract labor (Regulation & Abolition) Act 1970
- The payment of Wages Act, 1936
- The payment of Bonus Act, 1965
- The minimum wages Act, 1948
- The payment of Gratuity Act, 1972
- Inter state migrant workmen (Regulation of employment & conditions of service) Act, 1979
- Dock workers (Safety, Health & Welfare) Act, 1986
- Building & other construction workers (Regulation of employment & conditions of service) Act, 1996
- The employment Exchanges (Compulsory Notification of vacancies) Act, 1959

## **LAWS RELATED TO SOCIAL SECURITY:**

- Employees' provident funds and miscellaneous provisions Act 1952
- Employees' state insurance Act, 1948
- Payment of Gratuity Act, 1972
- Workmen's compensation Act, 1923
- Maternity Benefit Act, 1961

Our services cater to all major industries including manufacturing and service sectors, FMCG, healthcare, automotive, telecommunications and IT/ITES. As a HR specialized company, TeamPRO delivers a broad range of HR related services with focus on Payroll Outsourcing, Staffing, Labor Compliance and HRMS. We not only manage HR processes of clients but also helps in enhancing their operational strength. Our customer centric approach to HR solutions helps our clients to keep up with the change in the HR industry and be proactive.

We devised a flawless procedure and expert administration of HR Outsourcing solutions. Our niche expertise is on Labor Laws and statutory requirement, as well as on-the-ground assessment of local conditions, thus giving our clients the advantage of working with a seasoned professional organization. Technology has been the driving force behind our approach to solutions. Our robust applications are based on our insight into the current market trends making them more flexible to suit our customer needs. Our protected servers in India have helped us keep data both safe and secure.





# SUPPORT TO CUSTOMER



## DEPUTATION SERVICE

### RESOURCE

An Exclusive statutory HR Resource deputed for the client

### WORKING HOURS

The resource will work for 3 hours in a month @ client's place

### SCOPE

Guidance and validation support in statutory HR Activities of the client

### LIAISON

An exclusive Statutory HR Resource will liaise with government bodies

### SUPPORT

24/7 Telephonic Support

## OUTSOURCING SERVICE

### RESOURCE

A team of statutory HR will work on the client's requirement

### WORKING HOURS

One resource will visit the client's office for 3 hours in a week

### SCOPE

Statutory forms filling, submission, administration, Guidance & Validation support on the statutory need of the client

### LIAISON

An exclusive statutory HR Resource will liaise with government bodies

### SUPPORT

24/7 online support & 24/7 telephonic support

TeamPRO is your best bet for a secure and complete compliance process that meets all applicable standards. Our compliance process will keep you and your employees contented and enable you to concentrate on your core business, and enable your growth. We have a great compliance team that has experts working for our clients with years of experience to handle all their compliance needs. Our employees stay with us long term as they enjoy their work and are happy with the friendly workplace culture resulting in process continuity.



# PAYROLL SERVICES



TeamPRO offers complete payroll outsourcing services in India. Our cloud based system allows for huge connectivity benefits while your business is on the go. Our services will be alongside you as your business travels around the world.

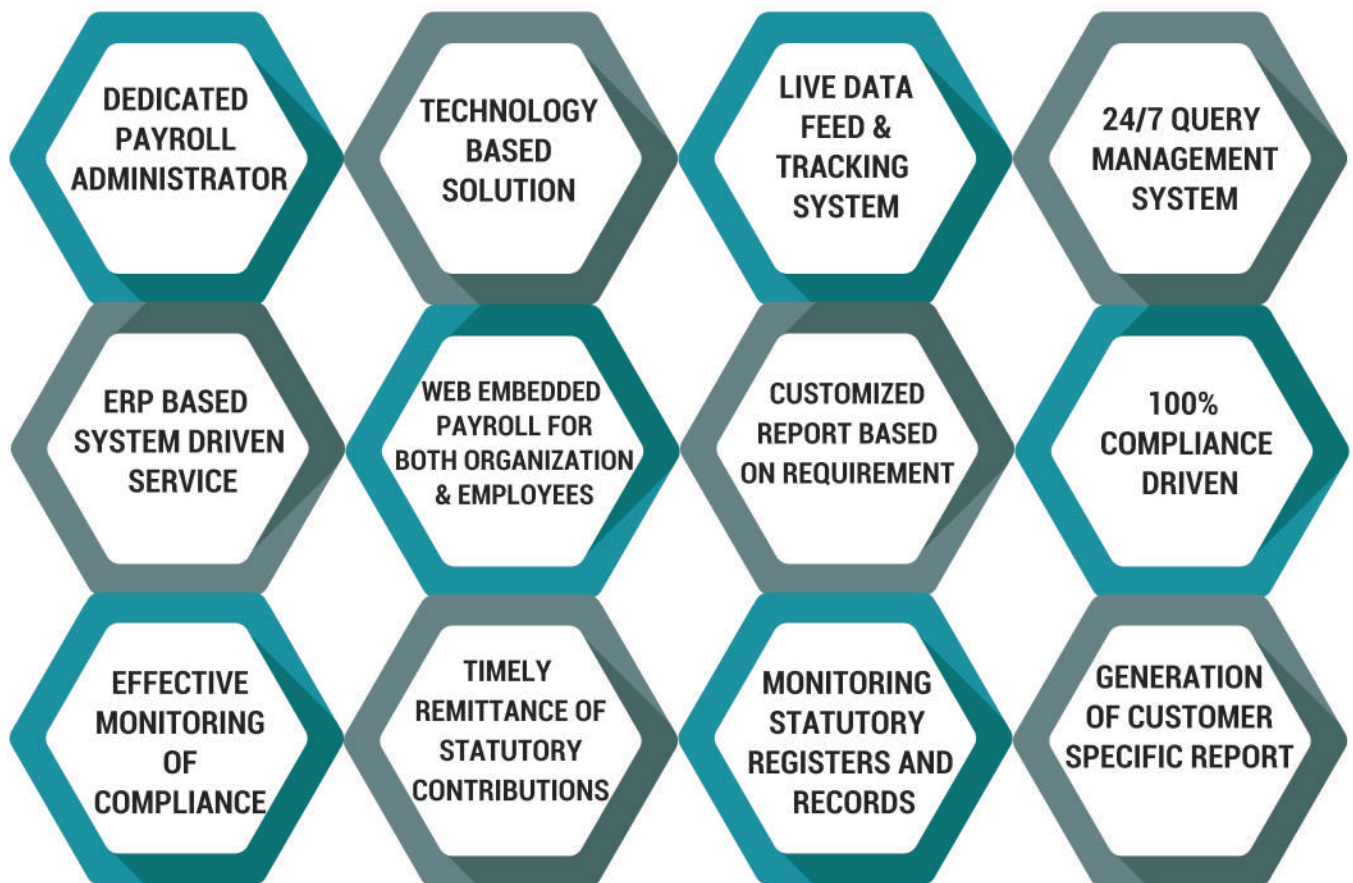
**TEAMPRO**

**PAYPRO**



# PAYROLL SERVICES

## AUTOMATED CLOUD BASED PAYROLL SYSTEM



Team PRO offers complete payroll outsourcing services in India. Our cloud based system allows for huge connectivity benefits while your business is on the go. Our services will be alongside you as your business travels around the world. Our state-of-the data center ensures a high level of security of data and information in any format. Absolute confidentiality of client and employee information is maintained at all times. Our diversified presence has enabled our specialists to cater to our clients' Payroll requirements for any location in India or abroad. We pride ourselves on delivering the highest possible standards in payroll Outsourcing Services in India and overseas and this has been possible due to our high levels of automation. Our Internet-based portal allows quick approvals and disbursements while maintaining security, accuracy, and confidentiality. We understand and appreciate the importance of confidentiality of employee data. Our Payroll processing system meets the SSAE18 – Type II certification for the adherence to the payroll process and IT controls. This naturally involves several security measures to protect data while preventing unauthorized access.



# OPERATING PROCEDURE



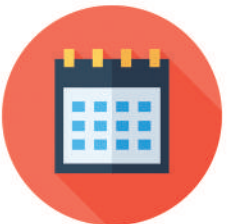
## INITIAL SET-UP

- Salary & benefits structure
- Data migration
- Employee Master & Rules
- Dry & Parallel run



## RECURRING MONTHLY

- Collection of time sheet
  - Biometric integrated attendance system (Client data)
- Payroll process
- Draft and final payroll submission
- Report generation
  - a. Pay register*
  - b. Leave Reports*
  - c. Bank Advance*
  - d. IT reports*
- Generation of pay slips
- Computing of TDS statements (Adjustments if any)
- Computation & validation of EPF, ESI & PF
  - a. Generation of challans*
  - b. Alert of payments*
- Leave Management
- Reimbursement module updation & Validation



## ANNUAL

- Taxation – Employees
- Receipt & verification of IT declaration document
- Generation of form 16

## STANDARD OPERATING PROCEDURE

The payroll services we deliver follows clearly defined processes and clearly defined SLA's. Our commitment to delivery can be easily understood and verified. We follow fully automated processes to handle your payroll outsourcing process so that possibilities of human errors are removed. We have ensured that our payroll processing follows all the required standard and government and Tax regulations. To ensure accuracy, we execute multi-level process check that eliminates any errors. We have strong quality assurance mechanism in place that includes pre-payroll validations and post payroll Quality Assurance. This enables us to provide highest quality service and achieve 100% accuracy. We take away all your headaches for payroll processing and ensure you have to literally do nothing.

# EXECUTION PROCESS

**DAY  
1**

Client will provide payroll sheet (PS)

**DAY  
2**

We will process the payroll for data validation & execution

**DAY  
3**

1st cut / Draft processed payroll sheet will be submitted to client for approval

**DAY  
4**

Final processed payroll sheet will be submitted to client for approval

**DAY  
5**

Final processed payroll sheet (FPSS) is approved by the client

**DAY  
7**

Execute the payroll and pay slips for all employees

**DAY  
13**

TeamPRO will upload data and generate challan for PF, ESI & PT

**DAY  
15**

Submit all originals of statutory forms and submission of challans to the client

**FINAL  
STEP**

Receive TDS challan information from client, file E-TDS on quarterly basis as 15th July, October, January & April & submit form



# IT SERVICES



Technology is creating newer trends in today's world and every organization is implementing technologies, to assist them with their business. At TeamPRO, we understand our client's needs and offer them highly customized software packages, to automate their operations which improves the overall organizational efficiency.

# TEAMPRO



# OUR SERVICES

**ERP Implementation  
and Customization**

**Website Development**

**E- Commerce Development**

**Web Application  
Development**

**Content Management  
Systems**

**Mobile Application  
Development**

Being a HR Service provider, we have set up a complete automation system which we work-upon and the whole comfort and error-free system, has instigated the idea to deliver our clients with customized software automation that could help them manage their business in a better way. We provide a single point of contact for all your ERP needs from technical consulting to implementation to support. We enable our clients integrate business units and facilitate end-to-end visibility and connectivity. Our specialization in industries such as Oil & Gas, Power and Petro-chemical makes us competent & with the backing of our group company we are made even stronger.



# ERP IMPLEMENTATION

Our experts at TeamPRO can help you solve your business problems! with ERP constomization. We will pave way that will allow you to seamlessly integrate core business processes in real-time, using a custom developed software suite that can track the progress of your business anytime, anywhere. Built on a robust software architecture that is inter-operable across various platforms, as well as compatible with all modern operating systems, ERP acts as both a forward facing and backward facilitator for your enterprise, managing information and communication between all business functions and outside stakeholders.

The number one goal of implementing ERP software is to boost efficiency. ERP software eliminates repetitive processes and great reduce the need to manually enter information. The software is also able to streamline business processes and make it easier and more efficient for companies to collect data, no matter what department they're working in. Enterprise resource planning software gives users, and most importantly managers, the tools and resources needed in order to create more accurate forecasts. Since the information within ERP is as accurate as possible, businesses can make realistic estimates and much more efficient/effective forecasts. ERP software will save you time through productivity enhancement. They also will be able to work easier since the solution was designed for easy use



# AMC

SETUP & MASTER  
DATA MIGRATION

CUSTOM MODULE  
DEVELOPMENT

REPORT & FIELD  
CUSTOMIZATION

DRY RUNNING

PARALLEL  
RUNNING

GO LIVE

## SYSTEM STUDY

## SYSTEM REQUIREMENTS

INTEL X86 OR  
COMPATIBLE  
PROCESSOR

MINIMUM OF  
512 GB RAM

MINIMUM OF  
1 TB HARD DRIVE  
SPACE

TCP / IP  
PROTOCOL SUPPORT

AN X86 OR X64  
LINUX OPERATING  
SYSTEM

ACTIVE INTERNET  
CONNECTION

# ERP MODULES

## HRPRO

- Employee Self Service Portal
- Employee Master Data management
- Biometric Integration
- Multi User Role Based Solution
- Leave Management
- Performance Management
- Attendance Management
- Payroll Management
- HR & Benefits Administrator
- Skill Management
- Automated Email Communication
- Extensive Analytics & Reporting

## PAYPRO

- Updated Employee Master Data
- Time and attendance Tracking
- Multiple Salary structure
- Easy & Simplified Payroll Process
- Managing benefits & deductions
- Automated HR Policies
- Automated Email Communication
- Extensive Analytics & Reporting
- Payroll Statutory Provision
- SMS & Whatsapp Integration

## JOBPRO

- Candidate & Recruiter Self Service Portal
- Job Posting Management
- Resume Management
- Advance search for Job Seeker
- Exclusive Application Tracking System
- Interview and assessment Management
- Extensive Dashboard Analytics & Reporting
- Automated Email Communication
- Automated Interview & Feedback
- SMS & Whatsapp Integration

## HIREPRO

- Lead Management
- Customer Management
- Project Management
- Automated Candidate Sourcing
- To-dos Generated as per the defined hiring process
- Automated Email Communication
- Automated Interview & Feedback
- Retina & Bio-metric Integration
- Visa Processing Workflow
- SMS & Whatsapp Integration
- Invoice & Collection Management
- Extensive Analytics & Reporting

### CUSTOMIZATION

- Custom Field Creation
- Customized Reports
- User Defined Workflows
- Customizable Print Formats
- Customized Modules
- Customized APP



## PURCHASING

- Supplier Management
- Track Material Request to Purchase Order
- Supplier-wise Analytics
- Item Master
- Approval Workflow from Request to Dispatch

## CRM

- Lead and Opportunity Management
- Campaigning
- Follow-up Reminders
- Rule Based Emails and Newsletters
- Multiple Analytical Reports

## SALES

- Automated Quotations Management
- Tracking Sales Order to Sales Invoice Conversion
- Sales Analytics
- Transparent Accounting Integration
- Sales Trends and Analytics



## FINANCIAL ACCOUNTING

- Chart of Accounts
- Multi-Currency Accounting
- Integrated Sales, Purchases
- Manufacturing & Payroll Module
- General Ledger
- A/C Payable / Receivables
- Trial Balance, Balance Sheet, Profit & Loss
- Cost effective Reporting
- Soft Copy documentation
- Work Flow Authorization

## MANUFACTURING

- Track Work Orders
- Complete Production Planning
- Multi-level BOMs
- Track Timesheet against each WO
- Production Analytics

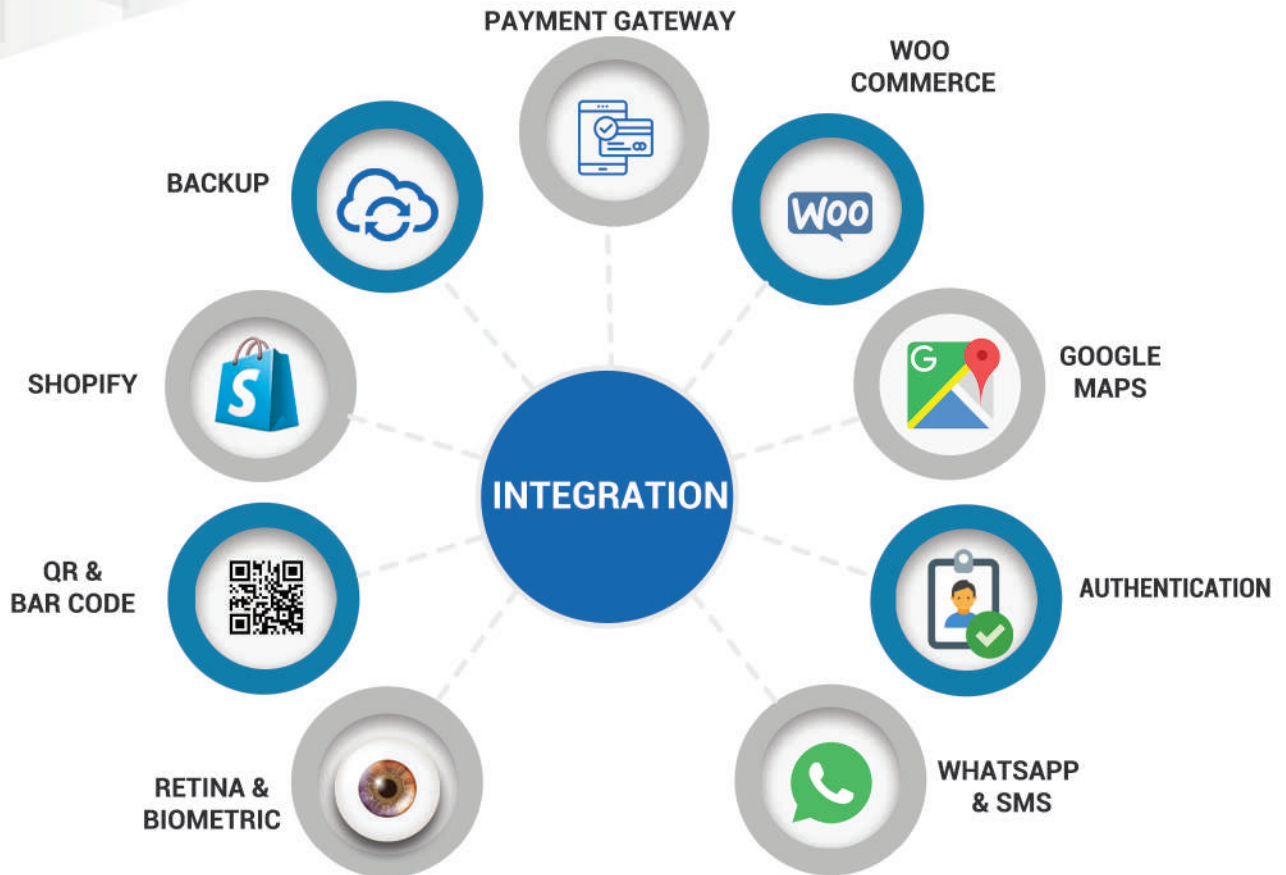
## PROJECT MANAGEMENT

- Manage Multiple Projects with Tasks
- Time Tracking of Tasks
- Task Assignments and Reminders
- Track Project Expenses and Billing
- Daily Summary and Analytical Reports

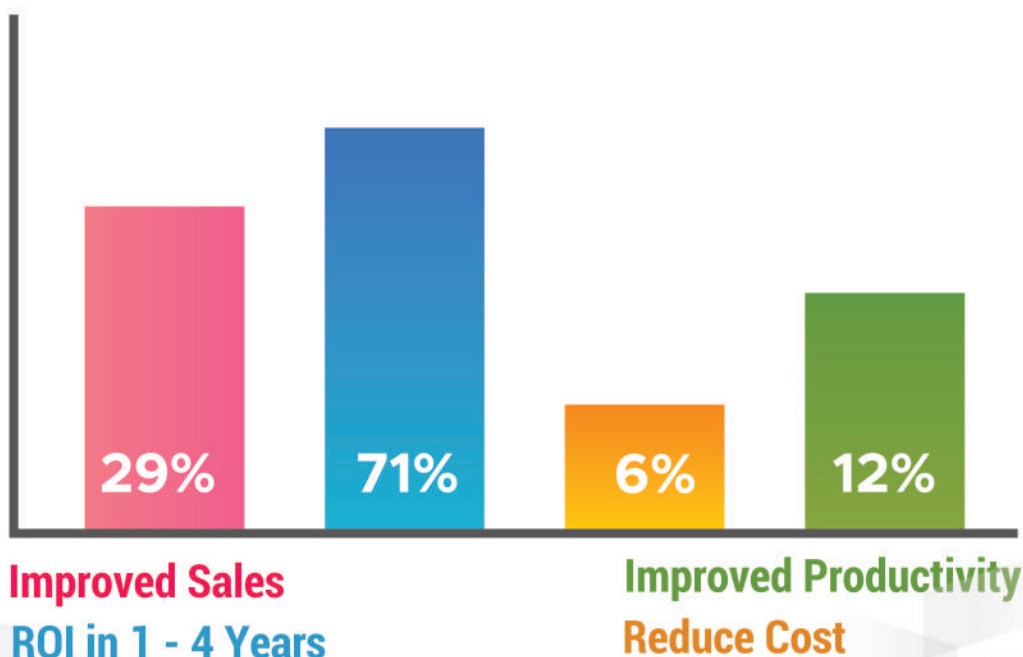
## HRM

- Recruitment to Exit Complete Employee Lifecycle
- Employee Attendance and Leave Management
- Loans and Employee Advances
- Leave and Payroll Management
- Performance and Training
- Shift and Fleet Management

# ERP INTEGRATION



At TeamPRO, we finalize the model of your ERP system, conduct readiness assessments, and go live. Our team provides expert level software implementation, which is the process of placing sub-systems into your main ERP system and ensuring that they all are able to function together as one seamless system. Our consultants take into account the outside software needed to help maintain and complete daily business activities. During the implementation process, our clients will also be able to take part in a training process which provides you with the tools and knowledge to use your software correctly and to the best of its ability.





## Option A: Perpetual Licence

SEC.	Master Action	Description	MAN Day
I	Frame Work Configuration	Configure : Operating System, ERPNext Server, Database, User/ Roles & Setup User desktop	2
II	Process Mapping & Gap Analyses	Study of existing system, policies and procedure and MAP it with existing modules of ERPNext and report GAPS.	4
III	Module Configuration & Data Migration	Respective Business module Configuration, Implementation, Data Migration testing, Dry & Parallel run.	
	Human Resource Management	Employee MIS , Recruitment, Attendance & Leave, Payroll ,Expense Claims, Appraisals & Training, Basic Setup.	12
	Customer Relationship Management	Lead, Opportunity , Customer, Sales Funnel, Response tracking	12
	Buying/Sales Management	Supplier Management, Item & Pricing , Purchase /Sales Quotation, Purchase/sales order, Terms & Condition setup	12
	Accounts Module	Company & Accounts Basic Setup, Billing Management, Taxes Settings, Budget & Cost Centre, Banking & Payment, Proper Book keeping Starting from Chart of Accounts and finally ending at getting the Financials statements (BS & PL ), Asset Management	18
	Project Management	Project , Task, Timesheet, Project Profitability	12
	Manufacturing	Bill of Material, Production order, Stock Entry, manufacturing Settings	12
	Stock	Stock Transaction, Item & pricing , Stock Reports, Stock Setup	12
	Support	Helpdesk ticketing & Feedback	4
	Setup	User /Role, Permission, Data Import/Export, Workflow, Email & SMS alert , Printing Setup, Workflow	4
IV	Customization	Any number of new fields in the existing pages, 3 new pages with existing business logic & 1 new business logic implementation.	12
V	Testing & Training	Run the overall system with sample, real & and live data. Compare the output of each data with ERP output and existing output in practice. Train the all user of the system on the data & work flow , along with product features and utilities	6
VI	Role & Permission	Setting up user level along with role configuration & finalization of role bases access and workflow approvals	4
VII	Reports & Dashboard	Custom Report Configuration upto 2 reports per page & 15 multitable reports	6
VIII	Go live & Handing Over	On confirmation of consistency against the Live Data, handover the system for continuous running. Make ERPNext the default system for the functioning of the organization.	2
IX	Annual Maintenance Contract	Complementary for One year from the date of Go Live / Handing Over. AMC includes minor* changes, version update, 24X7 customer support, monthly once overall system test, periodic monitoring of system and 2 on-site visit	NA
X	Biometric M/c with API	TeamPRO Programmed biometric Machines to be configured at appropriate stage to implement direct figure to payroll module.	NA
XI	Data Hosting @ Cloud	Optional: Host the product & data at VHRS Server with assured security, back up and data consistency	NA

## Option B: User Based Subscription - UBS

SEC.	Master Action	Description	MAN Day
I	Min 5 Users	Per - User - Per Month. UBS is applicable for Minimum Order Quantity of - 5 Users	30
II	6 Users to 20 Users	Per - User - Per Month. UBS of Minimum 6 users and Maximum 20 users	30
III	21 Users to 50 Users	Per - User - Per Month. UBS of Minimum 21 users and Maximum 50 users	30
IV	51 Users to 100 Users	Per - User - Per Month. UBS of Minimum 51 users and Maximum 100 users	30
V	100+ Users	Per - User - Per Month. UBS of 100+ Users	30



# WEB APPLICATION

**UNIQUE**

**ENDLESSLY CUSTOMIZABLE,  
EASILY SCALABLE**

**SAFE & SECURE**

**IMPROVED EFFICIENCY**

**SAVES FROM INSTALLATION  
HASSLES**

**AUTOMATIC UPDATES**

The purpose of Web Application Development is to make things easier and simpler, not just for businesses but also for customers. With each business having distinct requirements, Custom Web Application Development is of great importance. This helps in having a web application which is far better than the general applications. Custom applications cater the specific needs in the most special way, enhancing the performance and the output. Whatever may be the need, custom application development takes into account each one of it.

A Custom web application made for your business by a web application development company will be exactly what you need to solve your problems. Our development team takes note of each of our clients' needs and build powerful web applications with scalable features. In this way, businesses can better streamline their daily operations and processes to fulfil key challenges and achieve targeted goals.

At TeamPRO, we are engaged in creating custom software solutions targeted specifically to solve your business problems. Each software solution is as unique as the business challenges and problems it is meant to be solving. Being a leading software development company, we boast of a team of skilled and experienced IT professionals.





# WEBSITE DEVELOPMENT

**SEO FRIENDLY**

**AFFORDABLE PRICING**

**CROSS BROWSER SUPPORT**

**POWERFUL PERFORMANCE**

**RESPONSIVE DESIGN**

**PERFECT VISUALIZATION**

**ENHANCED GRAPHIC DESIGN**

**CONSISTENT NAVIGATION**

Our web designers make amazing designs that can fulfill your dream of having a unique brand recognition and identity. With engaging content, eye-catching graphics and user-friendly, convenient navigation, our expert designers make sure that your website gets enough traffic, while retaining and converting visitors into loyal customers. We can create pixel perfect and responsive web design for our client's business website, so they can get more customers and generate leads.

Our Custom Website is specifically designed to help your business grow online. It includes all the tools your company needs to not only get started, but also to establish an online presence and gain exposure with potential customers who are looking for your products and services. We understand that nobody knows your business better than you do. Our goal is to help you succeed on the web by providing you with the tools you need to establish a powerful online presence. Engaging copy, enticing imagery and a thoughtful design all work together to put your business's best foot forward

Our team of experts knows the importance of using photography that clearly identifies the industry you serve. During the custom design of your website, our professionals will establish a communication channel that not only supports your overall business objective, but also creates engagement opportunities for potential customers.





# E-COMMERCE

## Easy & Convenient

## Decreased Cost On:

Infrastructure / Personals  
Marketing & Advertisements

## Enables Deals, Bargaining, Coupons and Group Buying



Open 24 / 7 / 365

Provide Comparison Shopping

Easy to Get New Customers

E-commerce websites have many benefits if we compare that to that brick and mortar store located in a certain locality. It's definitely an easy and convenient way for anyone to shop for the products without leaving the comfort of their living room. Online shopping has become the first choice for almost every other person as one single platform provides them all the options they can choose from which would not be the case if they go to any retail shop for that matter. Having your retail store online make you available for the customers anytime, anywhere.

Online stores have a complete automation of the whole process from choosing to check out which saves a lot on personnel cost. Being your presence online your ways of marketing and advertising your product will also go online. Having an online retail store you can add every small details and benefit of the product which can attract a customer to buy the product.

Having an online store helps you keep an eye on a customer's buying habits which you can use easily to attract them with some lucrative festive discounts and offers they would never miss on. Selling product across the world- Having an online retail store gives the freedom to reach the customers sitting overseas to buy your products just with few clicks that too with full reliability and satisfaction they get with your brand visibility and satisfied customers. By optimizing search engines with unique SEO and online marketing techniques you can make your business show up above your competitions easily and get more and more new customers in a cost-effective manner.



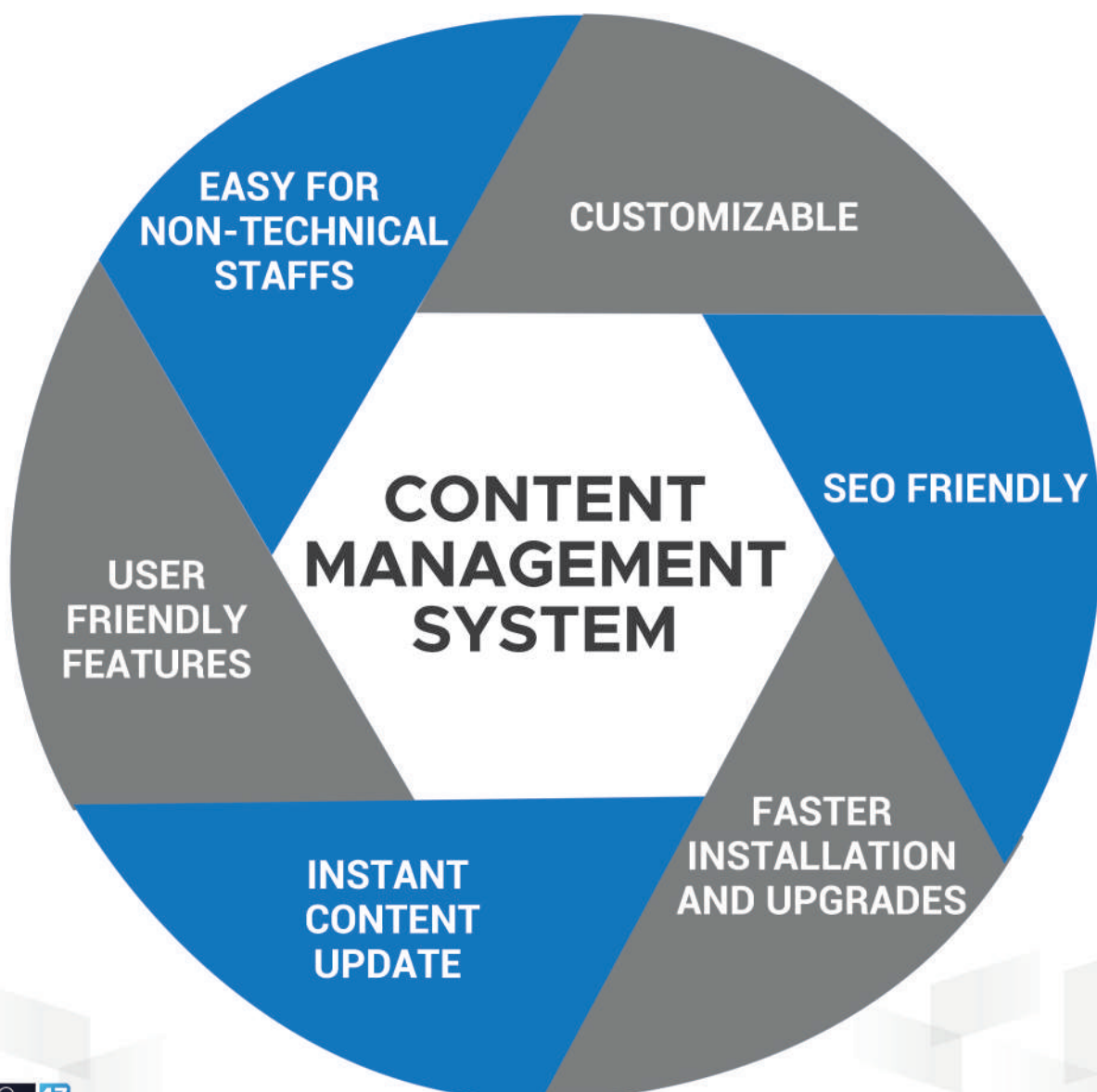


# CONTENT MANAGEMENT

A Content Management System is a web application that makes content authoring and content delivery easy. It enables even non-technical users to efficiently build a website, streamline the web publishing procedures and quickly deploy them, creating a content-rich website. CMS users are able to employ a range of document types and content on a website, and then modify and expand the information posted by themselves without the need of a web programmer to setup the site and do the updates. While designing an operational, appealing website, companies can rely on CMS to be able to store content online and allow direct communication with their intended audience. Of course, all of these perks comes at a cost.

Our team of highly talent professionals, with in-depth knowledge and sound technical know-how about CMS, we offer customized solutions for you to update content from anywhere at any time.

Our programmers use WordPress themes, templates, latest plugins, streamlined blogging platforms and modules to improve your WordPress website and increase its functionality. We offer highly affordable and top quality WordPress Website development service. We can build beautiful and fully functional websites that exactly match your specification.



# MOBILE APPLICATION



In earlier days, a mobile phone was perceived and used as a single-purpose device: making phone calls while on the go. Nowadays, with the explosion of apps and media for mobile devices, the phone part of smart-phones has quickly become the least interesting feature of these devices. Mobile applications are one of the crucial aspects for growth of any enterprise. With more and more people addicting to smart-phones and using them for shopping, communicating and paying bills etc., it is a golden time for businesses to jump up their business to the next level with a mobile app. Mobile apps are easy to use, facile to navigate, and highly responsive.

As an integrated team of specialists, we provide strategy, architecture, design, security and development for cutting edge mobile applications. From standalone apps to online social networks, we deliver high-quality products. We offer a broad range of services related to mobile application development on leading mobile platforms including iOS, Android and Windows Phone. Our cost effective solution consists of a licensed, custom designed, fully supported branded mobile app that is rich in content, built on a proven engine and maintained by leaders in the industry.



# OUR TECHNOLOGIES

## SERVER-SIDE



PYTHON | FRAPPE | GRAILS | NGINX | JAVA | GRAILS | LAMP STACK | HIBERNATE

## ERP / CRM/ CMS



WOOCOMMERCE | OPENCART | MAGENTO | WORDPRESS | DRUPAL | ERP/CRM | ERPNEXT | BITRIX24 | SUGARCRM

## ANALYTICS



METABASE | POWER BI | SUPERSET | GOOGLE ANALYTICS

## DATABASES



MYSQL | POSTGRESQL | SQL SERVER | PL/SQL | MONGODB

## WEB



HTML5 | CSS3 / BOOTSTRAP | JS | JQUERY | ANGULARJS | VUEJS | AJAX

## MOBILE



QUASAR | IONIC | FLUTTER | XAMARIN

## TOOLS



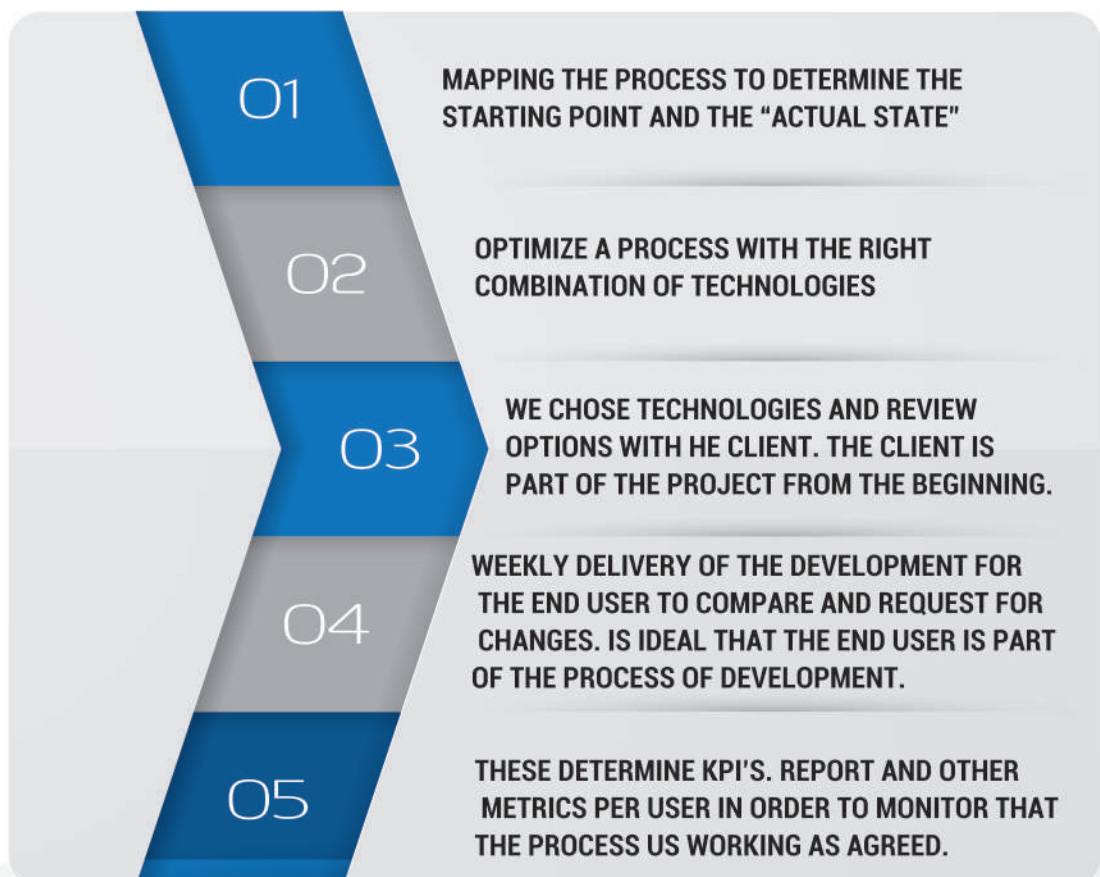
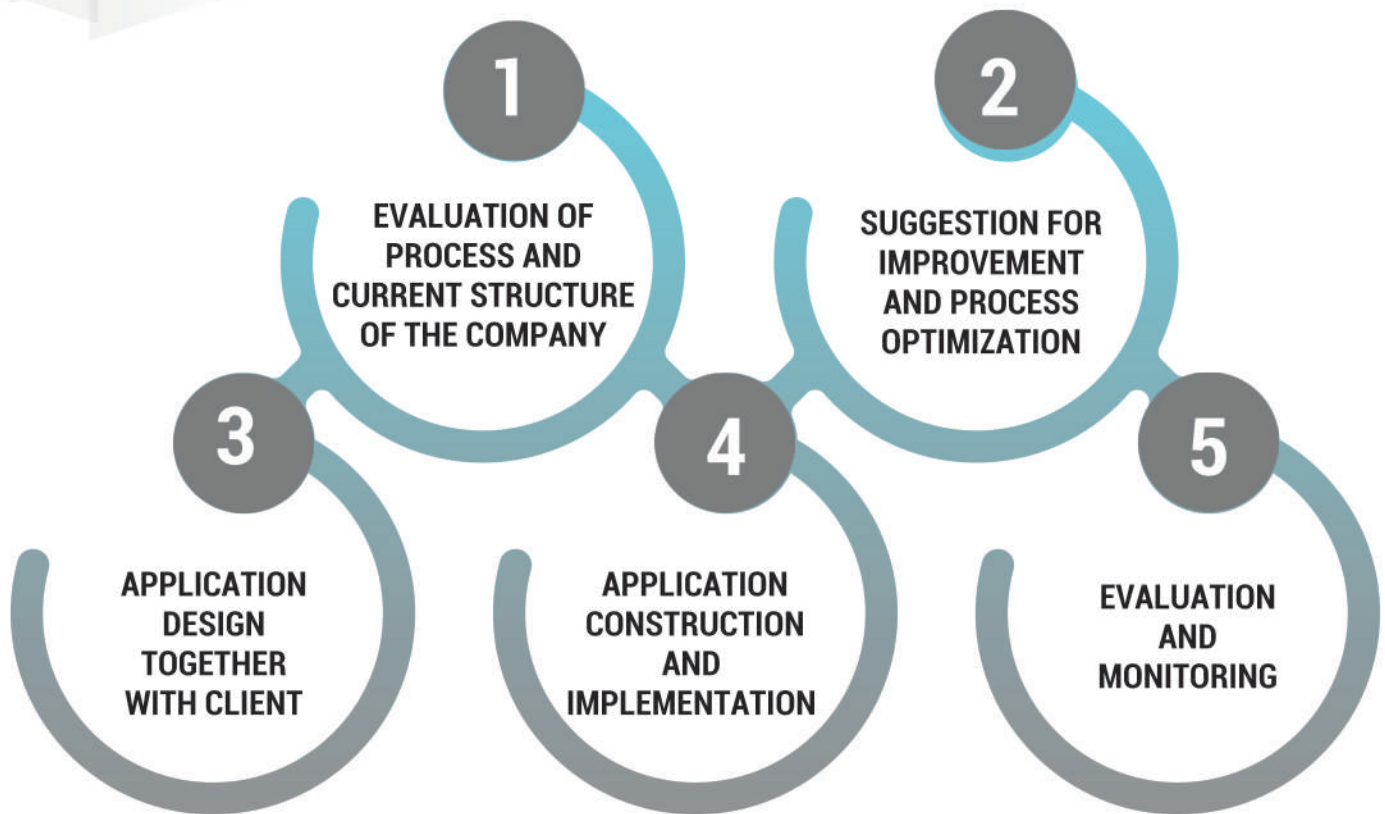
VSCODE | GIT SVN | NETBEANS

## REPORTS / TESTING



IREPORT | CRYSTAL REPORT | FRAPPE CHART | APEX CHART | TESTING | APACHE JMETER  
SELENIUM | TESTNG | LOADRUNNER

# OUR METHODOLOGY







# KPO SERVICE



Knowledge process outsourcing (KPO) is the outsourcing of core, information-related business activities. KPO involves outsourcing work to individuals that typically have advanced degrees and expertise in a specialized area. At TeamPRO we assist our clients in KPO by offering various range of services to choose from.

## TEAMPRO

# OUR SERVICES

At Team PRO, we offer niche KPO services in medical coding and billing, data entry and data coding, process recruitment outsourcing and accounting & book-keeping services across all business segments. We can be your trusted back-office service partner and service provider for the best in Data Entry Services. Whether you have a few hundred or a few million records to digitize and manually enter, we offer you excellent professional services and support with accurate data entry services. We employ the best technology to automate the data entry process by implementing OCR and ICR technologies as part of our data entry solutions. Discover the difference a team of experienced data entry operators can make in the way you do business. We help you get organized with speed, accuracy and quality.





# MEDICAL CODING & BILLING

## MEDICAL CODING AND BILLING

We offer comprehensive revenue cycle management solution to improve your financial health and allow you to focus on clinical care and managing your business.

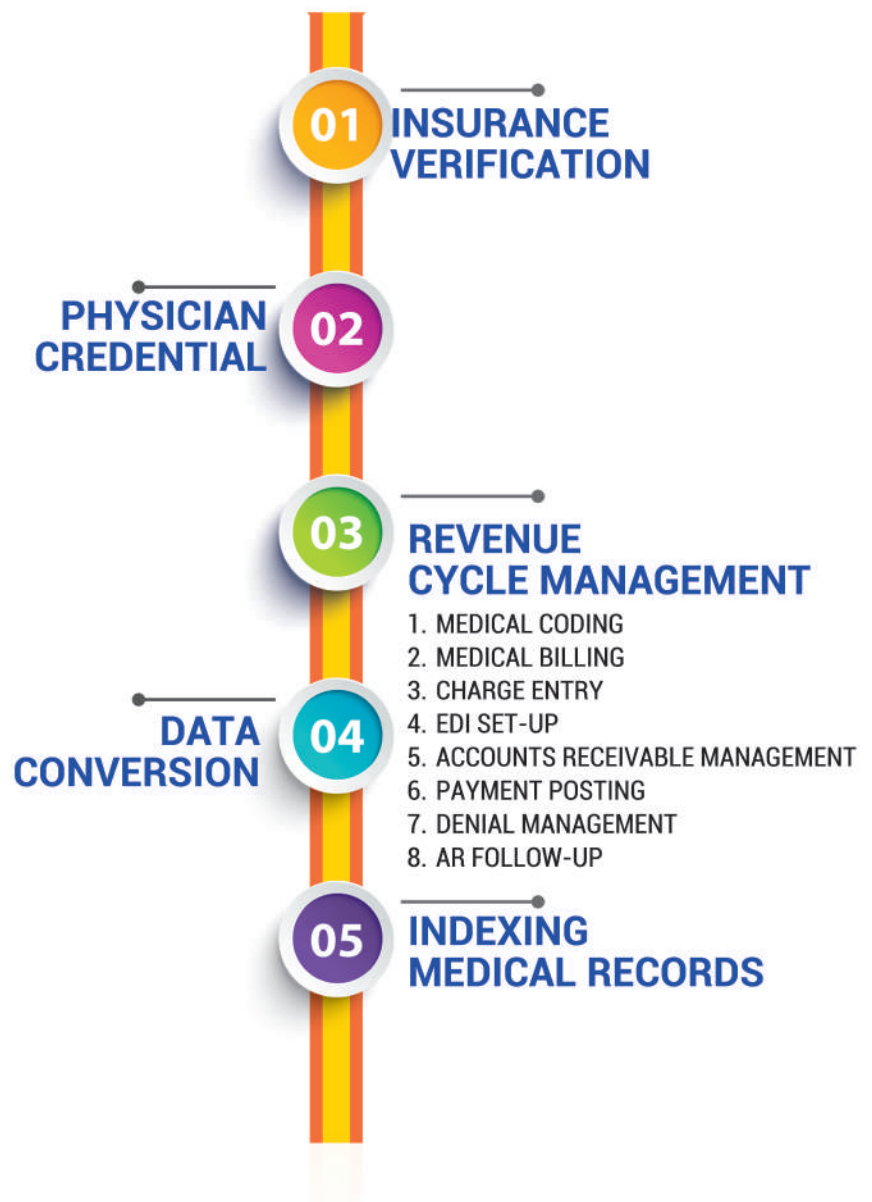
We provide end-to-end medical billing management including patient input, coding, electronic claim submission, payment posting, denial management, collections and more. We also provide consultative services including credentialing, reviewing and negotiating insurance contracts, and developing and optimizing super-bills. We simplify billing for small and mid-sized practices.

## MEDICAL BILLING WORKFLOW :

We receive provider information through our secure FTP server. We accept super-bills, transcripts and any other form of provider documentation for creating claims. Our insurance verification team, check the insurance coverage, patient responsibility, EOB form and demographic details of the patient. Our AAPC certified coding team enters service codes, E/M codes, POS codes, technical codes and modifiers as and when necessary.

We offer accurate and updated payment posting services. Our 24x7 calling team follows up on the claims and lets you know the status of your claims inside of a week. We create secondary claims if necessary, and call up patients to collect payment due from them and coordinate with the physician, insurer and patient till the check reaches the table. We also have a specialized denial management team to handle denied claims and work on pending AR reports.

## MCB



# RPO & ACCOUNTING BOOK KEEPING SERVICES

## RECRUITMENT PROCESS OUTSOURCING

In today's competitive work environment, we have to devise unique strategies to hit the bulls eye. To effectively recruit top talent, one needs to navigate a tight labor market and become proficient in a set of relevant technologies while managing and nurturing candidates as well as hiring managers. Our RPO providers are subject-matter-experts; talent acquisition is our core competency. We understand that your talent acquisition needs are unique.



## ACCOUNTING & BOOK KEEPING SERVICES

Our team of experienced accountants can work as a virtual back-office to your business, to deliver essential accounting and bookkeeping services in a cost-effective manner within a specific time frame. All business information will be kept secure and confidential.





# EVENT MANAGEMENT

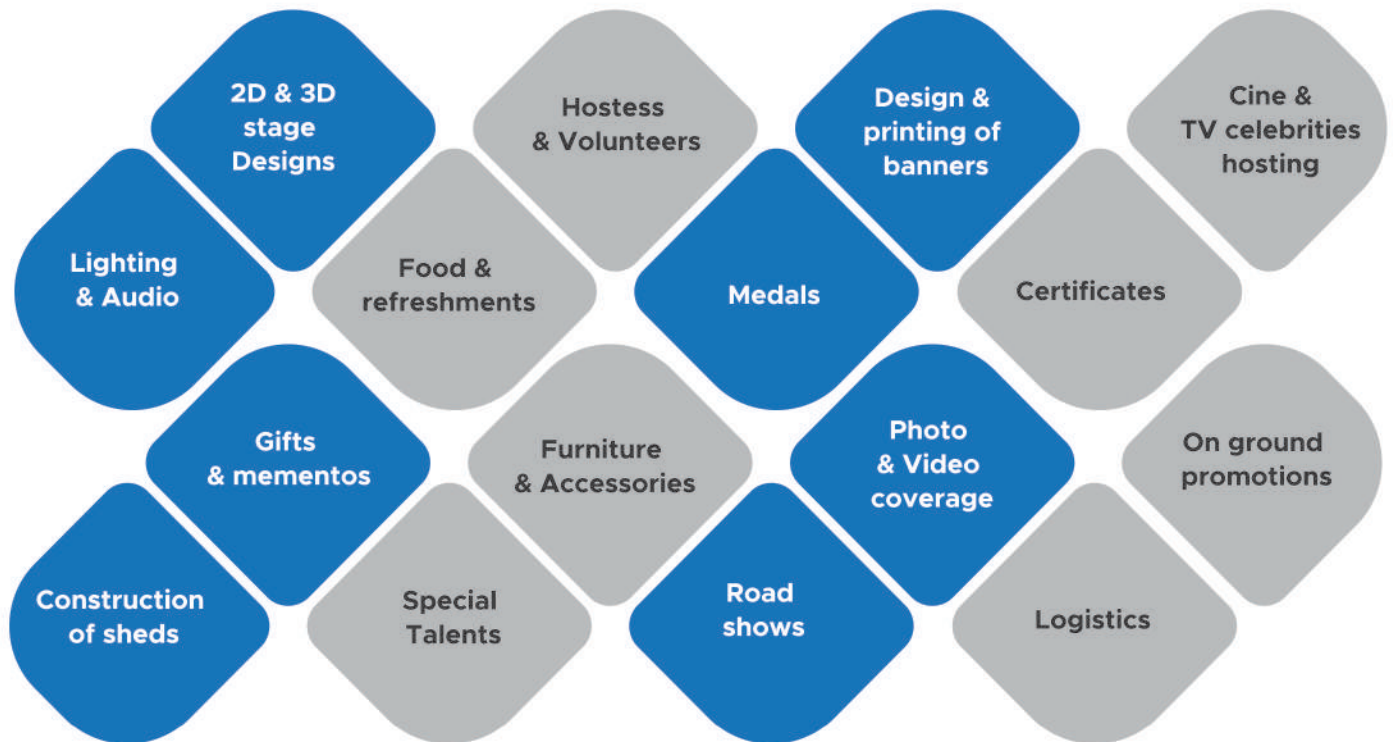


"Our model works best when we can become more than the hired help and can become strategic event management partners, so the first step for us is about getting to know you and your business. Since we have taken the time to learn about your business and the goals of your event, you can rest assured that the event will be on target and in line with your objectives. Leave the planning and management to us."

**TEAMPRO**



# OUR SERVICES



At TeamPRO, we take care of our client's events like our own and our diversified team will keep you tension-free throughout the course of the event. From strategy planning, budgeting, and comprehensive registration support to marketing and branding we bring the most current, innovative and professional market expertise. We bring fresh and unique approach to the event management industry. Our team understands that a properly executed event can be leveraged to support an organization's strategic vision, incorporated into a company's marketing plan, or used to build networks and client loyalty. We approach every project with meticulous attention to detail and obsessive precision. Regardless of size and scope, we treat your event like a business with clear strategic goals, defined milestones, and a comprehensive plan to ensure that your event is delivered on time and on budget.







We learn your business, focus on your challenges, and plan events to support your goals. We can do it all for you, from the first boarding pass to the final presentation to the board.

Creativity is the heart of our programs. We see the unexpected and deliver the unforgettable. Our in-house creative team delivers compelling themes, impressive designs, powerful videos, and awe-inspiring events. Consider us your creative agency without the high price-tag or inflated egos. We work around the clock for your success. We're adept at the full range of print, video and digital communications. And everything we do is grounded in sound marketing strategy and integrated with the rest of your solution. We're the place where talent meets teamwork.

## HOW TEAMPRO DIFFER FROM OTHER EVENT PLANNERS ?

Renewed  
Planning  
Methodologies

Tailor  
made  
solutions

End to end  
service

Professional  
and  
personal care

Dedicated  
team



# EVENT MANAGEMENT PROCESS

This is where our event management expertise comes into play. At our core, we love events. We love the on-site details, production plans, schedules, deadlines and to do lists that come along with managing an event. From meticulous management of facility details to AV, catering and on-site coordination, we ensure every detail is looked after. Managing your event using a strategic overall plan and a methodical management approach allows you to rest easy. Knowing that every last detail is looked after will allow you to focus on your attendees and stakeholders at the event. Let us look after the rest.

1

Understanding of  
event nature and flow

2

Brainstorming  
of creative ideas

3

Planning of execution in  
consultation with client

4

Designing  
the whole event

5

Visiting venue for preview  
discussions of placements  
of materials

6

Discussing possible  
deliverables

7

Construction of venue  
arrangements and stage

8

Fine tuning  
event flow

9

Conducting  
By Run

10

Event  
execution





# TEAMPRO

PROFESSIONAL | PROGRESSIVE | PROACTIVE

[www.groupteampro.com](http://www.groupteampro.com)



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Golfutar Main Road, Ganesh Chowk,  
Budhanilkantha,  
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### **USA**

Sabhya Technologies LLC  
250 N Sunny Slope Rd #200,  
Brookfield, WI 53005,  
Tele : +1 2623523591 ,

### **SRILANKA**

Selco HR Continental Pvt. Ltd.  
No. 69A-1/1, Galle Road,  
Dehiwala South,  
Tele : +94114334777

# **TEAMPRO**

PROFESSIONAL | PROGRESSIVE | PROACTIVE

INDIA | KUWAIT | USA | NEPAL | SRILANKA

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