



# **VOLTECH HR SERVICES PVT. LTD.**

*CREATING IMPACT BEYOND HORIZONS*



## ORGANISATION FLOW CHART VOLTECH GROUP OF COMPANIES

## Greetings from Voltech Group

This specially designed company brochure showcases the Voltech conglomerate's HR portfolio, with the intention to provide you with a complete and comprehensive view of our organization. This brochure highlights in detail, our capabilities and technical proficiency along with positive customer experiences for your reading pleasure.

In due deference to the prevailing trend of the world industry, as national structures become more complicated and sophisticated, innovative and extensive technological pursuits will become necessary. In this context, the Voltech group has been formulating short and long-term plans that will contribute to the development and progression of the nation's key industries, especially in the field of Human Resource Management. The Voltech group boasts of this strong foundation, with moral and ethical values being our driving mantra.

Our continually increasing sales and profits graphs over the last decade are the best endorsements we have received from the industry as a testament to our prowess. We have a clear vision about building on our strengths and our achievements while holding dearly, our principles and guiding values.

We bring to our clients much needed human values, integrity, trust and an assurance of responsibility, all of which are accentuated by our expertise in outsourced HR Services. Our biggest assets have always been our small but highly trained team of professional managers and engineers, who are backed by an exceptional group of administrators.

As we move approach the next frontier of growth and excellence, I seek the support and encouragement of all our stakeholders who have made our great odyssey memorable and rewarding. I invite you to peruse the following pages to know our corporate profile better. I look forward to developing a meaningful and mutually rewarding association, and to enjoy the privilege of calling you an esteemed client.

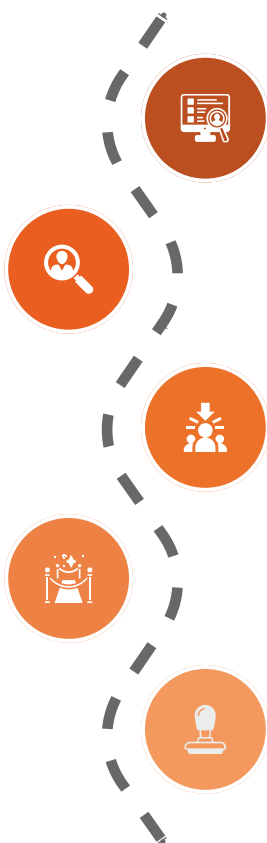
**M. UMAPATHI** B.E., M.I.E  
Chairman and Managing Director

**6000+**  
EMPLOYEES

**30**  
YEARS OF EXCELLENCE

**40+**  
COUNTRIES

# Our Range of Services



## RECRUITMENT SERVICES [International & Domestic]

Recruit exceptional candidates by designing and executing recruiting strategies, sourcing, interviewing, and onboarding. Provide detailed recruitment reports and promote company's image as a great place to work.

## BACKGROUND VERIFICATION SERVICES

VHRS enables organizations to make informed hiring decisions with our comprehensive background checks, timely results and tailored reports.

## STAFFING COMPLIANCE & PAYROLL MANAGEMENT

Partner with us for success! Adhere to compliance system ensure adherence to legal regulations and ethical standards also manage information flow. Satisfy employee requirements and foster productive environment.

## EVENT MANAGEMENT SERVICES

VHRS Event Management Service provides innovative event planning & execution, from corporate galas to fundraisers & private functions. Our team specializes in creative visuals, efficient logistics, & tailored solutions to exceed expectations.

## MEA APOSTILLE & ATTESTATION SERVICES

Voltech HR Services Pvt Ltd designed comprehensive attestation services to meet your specific needs, ensuring your documents are validated quickly and efficiently. From educational, personal and commercial documents, we make sure your documents are recognized by authorities around the world.



## MISSION

To give the best in industry services to all our stakeholders - Clients/Candidates, through seamless, consistent, innovative, systematic, process oriented, quality driven HR & Recruitment Services.

To partner with the stakeholders to achieve their goals through global reach, excellent and consistent people management with effective development and deployment of Human Resource.



## VISION

To become a trendsetter in the field of HR Service outsourcing by delivering excellent and consistent services to all our stakeholders with Pride & Pleasure.

## OUR CORE VALUES

We serve with : **People-focus** | **Respect** | **Innovative** | **Diverse** | **Team work**

## WE BELIEVE IN BEING

**Passionate for Excellence** | **Leadership** | **Ethical** | **Accountable** | **Sollicitous** | **Ubiquitous** | **Radical** | **Exhaustive**

## Our Certifications



Ministry of External Affairs  
Government of India



**NASSCOM®**





## HASSLE FREE BUSINESS OPERATIONS

### OUR Services



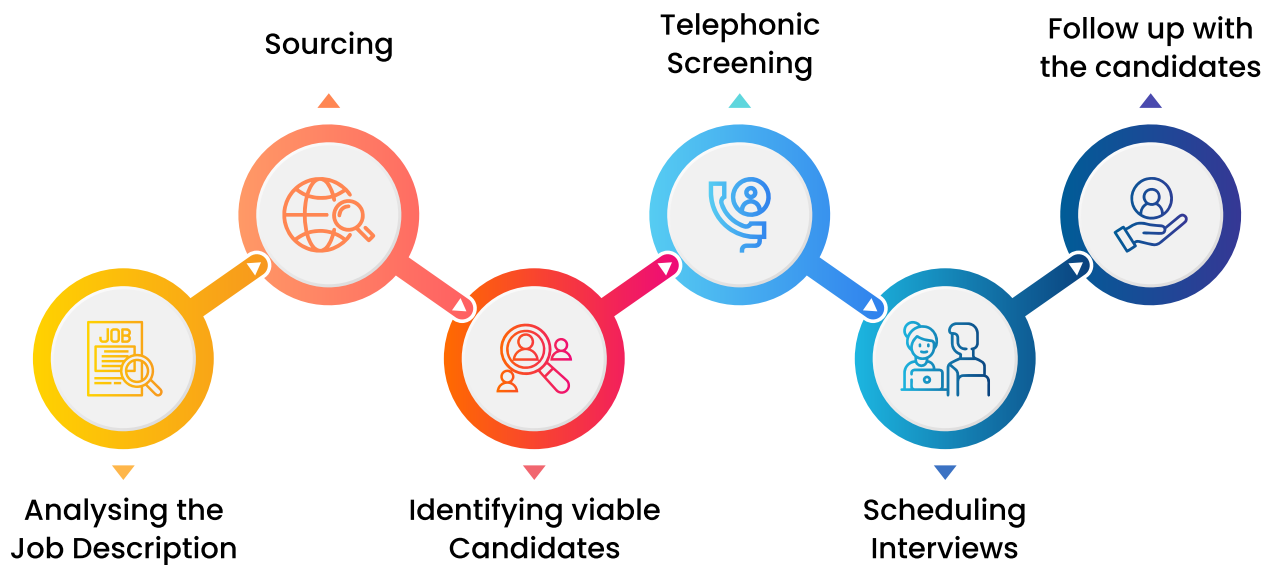
### Domestic Recruitment

VHRS assist their clients with their specialized Recruitment team who is well-versed into Domestic market and have a lot of industry knowledge. With these set of employees, VHRS can guide their candidates with appropriate interview techniques, selection criteria and other factors that are specific to their local market.





# RECRUITMENT Process



# STAFFING Solution



Staffing is the process by which an organization creates a pool of applicants and makes a choice from that pool to provide the right person at the right place at the right time to increase 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 have the pleasure to introduce ourselves as a staffing organization providing both Professionals and Technical Resources to our various clients across globe. You need the right people to succeed! VHRS supports 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 By listening to our clients' business needs, we have permanent top talent your company needs today. gained a unique perspective into how we can help.

*"We make the laws simple"*



# Staffing Services



**PERMANENT  
PLACEMENT**



**TEMPORARY  
STAFFING**



**PAY ROLLING  
SERVICES**



**HR SUPPORT  
SERVICES**



**EXECUTIVE SEARCH  
& SELECTION**



**PAYROLL  
EXECUTION**



**LABOUR  
COMPLIANCE**

# STANDARD Operating Procedure



- Employee Contractual agreements / Payroll Management / Monthly Attendance / Over Time Records / Leave Records will be maintained
- Attendance (Time Sheet) will be submitted by the stipulated date of every month.
  - ✓ **Insurances** - Workmen Compensation (WC)/ GPA/ GMC will be additional perks of employment which will be mandatory for employee under our Roll.
- Provision of basic Personal Protective Equipment (PPE) to the employee.
  - ✓ Company policies & List of Holidays will be explained to the employee.
  - ✓ Statutory compliances as per the governing Rules & Act
- Replacement of employee in case of non-Performance or voluntary relieving
- Entry & Exit formalities for the employees.
- Tracking of Disciplinary action and Misconducts and issuing warnings as and then.

  
EPC & PROJECT  
MANAGEMENT

  
CONSTRUCTION  
& INFRASTRUCTURE

  
AUTOMOBILE

  
FACILITIES  
MANAGEMENT

  
MANUFACTURING

  
TELE  
COMMUNICATION

  
MEP & HVAC

  
BANKING AND  
FINANCE

  
IT AND SOFTWARE  
SERVICE

  
HOSPITALITY

  
SWITCHGEARS  
& CABLE

  
STEEL AND  
MINING

  
OIL & GAS AND  
PETROCHEMICAL

  
ENGINEERING

**INDUSTRIES WE SERVE**

  
ALUMINIUM,  
GLASS, METAL

  
RETAILING  
& FMCG

  
OFFSHORE  
& ONSHORE

  
POWER  
& WATER PLANTS



## UNLEASHING The Truth

VHRS allows a smarter approach to background checks! Whether you are a Fortune 500 corporation, a mid-size organization or a small business, VHRS offers smart, precise and comprehensive background checks that enable you to focus on what's most important- managing your organization's risk and making the best employment decisions. Every new hire or applicant adds to business and security risks that companies must mitigate in an increasingly complex environment and competitive business cycle. VHRS performs 42 different types of background checks across PAN India, UK, Asia and the Middle East. This way, we help you discover potential issues that can affect your business before you make the decision.

## OUR Services



VHRS India is a subsidiary of the Voltech group, and registered as an independent company. Marking a presence throughout Asia and the Middle-East, Russia the company is administered as 4 business units, each unit serving the distinctive services and diverse needs of the specific markets. VHRS India having its headquarter at Chennai is strategic location for accessing pool of resources from India, Nepal & Srilanka to serve the skill gap across Middle-East & Asia. Having offices across Gulf region adds value to customer for quick access and immediate solution.



# EBGC

(EMPLOYEE BACKGROUND CHECK)



# ABGC

(APPLICANT BACKGROUND CHECK)



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[Case Lists](#)

#	Ref. No.	Emp Code	Name	TAT (days)	Case In Date	Case Out Date	Status
1	IDFC_31	119323	Ruben S	10	30h Jan '21	30th Jan '21	Positive
2	IDFC_32	119760	Ramachandran M	10	30h Jan '21	30th Jan '21	Positive
3	IDFC_34	119328	Srinivas M	10	30h Jan '21	30th Jan '21	Positive
4	IDFC_35	119329	Haritha	10	30h Jan '21	30th Jan '21	Positive
5	IDFC_36	119888	Raja Rathnam S	10	30h Jan '21	30th Jan '21	Positive
6	IDFC_37	119332	Jeyanth K	10	30h Jan '21	30th Jan '21	Positive
7	IDFC_38	119334	Anjan M S	10	30h Jan '21	30th Jan '21	Positive
8	IDFC_39	119881	Nasir Dhan S	10	30h Jan '21	30th Jan '21	Positive
9	IDFC_40	119330	Ashw J Han	10	30h Jan '21	30th Jan '21	Positive
10	IDFC_42	119840	Satishkannan M	10	30h Jan '21	30th Jan '21	Positive

Dashboard

Cases

Upload file

MIS

Dashboard

BOV Report

Name

Emp Code

Report Status

Search

Clear

Sl	Unit	Assigned On	Emp Code	Emp Name	Emp Gender	Report Status	Download PDF	Download Excel	Recovery Percent	BOV	BOV Date	Emp ->	Company Name	Real Status	Unit
1	OPCL	2023-01-08	17168	Asmita Bhowmik	F	Completed	Positive	2023-01-20	10	BOV	2023-01-20	Emp ->	GOI India Finance Company Limited	Positive	NA
2	OPCL	2023-01-08	17722	Binu V	F	Completed	Positive	2023-01-20	10	BOV	2023-01-20	Emp ->	L&T Financial service Ltd	Positive	NA
3	OPCL	2023-01-08	17170	Maheshwari S	F	Completed	Positive	2023-01-20	10	BOV	2023-01-20	Emp ->	Shree Transport Private Company Limited	Positive	NA
4	OPCL	2023-01-08	17870	Mani Kumar M	M	Completed	Positive	2023-01-20	10	BOV	2023-01-20	Emp ->	Amey Infosys	Positive	NA
5	OPCL	2023-01-08	17837	Rajashankar S	M	Completed	Positive	2023-01-20	10	BOV	2023-01-20	Emp ->	Welspun Infosys Private Ltd.	Positive	NA
6	OPCL	2023-01-08	17847	Maha Kumar S	M	Completed	Positive	2023-01-20	10	BOV	2023-01-20	Emp ->	Valentia India Client Company Limited	Positive	NA
7	OPCL	2023-01-08	17880	Chinnappa P	F	Completed	Positive	2023-01-20	10	NA	NA	NA	NA	NA	NA
8	OPCL	2023-01-08	17898	Chinnappa P	F	Completed	Positive	2023-01-20	10	BOV	2023-01-20	Emp ->	Orange Parka Pharma India Private Limited	Positive	NA
9	OPCL	2023-01-08	17940	Banaji Indrajith	M	Completed	Positive	2023-01-20	10	BOV	2023-01-20	Emp ->	HDFC Bank	Positive	NA
10	OPCL	2023-01-08	17908	Indrajith S	F	Completed	Positive	2023-01-20	10	NA	NA	NA	NA	NA	NA

VCU Tech

Dashboard

Covers

Updated file

MSI

Q

Candidate

Dashboard

Candidate

1st

Import

Export

Search

#	Email	First Name	Last Name	Mobile	Status	Assigned date	Completed date
001	deepakch21@gmail.com	Deepak	S	8095976075	Submitted	2023-03-27 14:05:08	2023-03-28 13:27:59
002	shetalshetalshetal@gmail.com	Shetal	Shel	8974900045	Submitted	2023-03-27 14:04:48	2023-03-28 11:26:00
003	ashishashishashish@gmail.com	Ashish	Shur	7258290857	Submitted	2023-03-27 14:04:20	2023-03-28 11:10:25
004	harshnathnathnath@gmail.com	Harsh	Vishnuvardhan P	9048104234	Submitted	2023-03-27 14:04:08	2023-03-28 11:06:00
005	Ramkanyanag31@gmail.com	Ramya	K	8217799209	Submitted	2023-03-27 14:03:49	2023-03-28 11:14:49
006	venkateswaru30@gmail.com	Venkata Kumar	S	9053347707	Submitted	2023-03-27 14:03:27	2023-03-28 11:19:23
007	ashishashish@gmail.com	ASHISH	BS	8864574994	Submitted	2023-03-27 14:03:09	2023-03-28 12:13:48
008	ashishwajpachakatti@gmail.com	Ashishwary	Chopankatti	9742950648	Submitted	2023-03-27 14:02:44	2023-03-28 15:09:36
009	Pratheekpratheek31@gmail.com	Pratheek	N G	9742384311	Submitted	2023-03-27 14:02:19	2023-03-28 16:08:26
010	pratheekpratheek31@gmail.com	Pratheek	N G	9742384311	Submitted	2023-03-27 14:01:58	2023-03-28 16:08:26
011	vinayk321@gmail.com	Vinayk	VR	742831773	Submitted	2023-03-27 14:01:38	2023-03-28 17:15:00
012	evathivishalshish@gmail.com	Swathi	V	728331726	Submitted	2023-03-27 14:01:16	2023-03-28 16:09:10
013	vinhnu.vinhnu32@gmail.com	Vinhnu	D	9914825838	Submitted	2023-03-27 14:00:52	2023-03-28 16:39:39
014	vinaykpratheek1983@gmail.com	Pratheek	P	8107611962	Submitted	2023-03-27 14:00:24	2023-03-28 16:39:27
015	subbu32@gmail.com	Subha	SUBASH	9493197722	Submitted	2023-03-27 13:59:30	2023-03-28 16:27:45

Basic Information					
First Name		Last Name		Father Name	
Shreya		S		Bhaskar S	
DOB		Age	Gender	Marital Status	
1997-09-07		25	Male	single	
Current Address					
Address1		Address2		Address3	
#1031 saket paradise 1st cross		Gayatri school vijnayaka		Tahsil District	
Town City		State		Pincode	
Bangalore		Karnataka		India 560018	
Permanent Address					
Address1		Address2		Address3	
#1031 saket paradise 1st cross		Gayatri school vijnayaka		Tahsil District	
Town City		State		Pincode	
Bangalore		Karnataka		India 560018	
Academic Details - 1					
College Name & Address		University Name & Address			
Indus Academy Degree college		Bangalore university			
Course Name		B.Com	Academic Year		
			2015		2018
Course Type		B.COM	Reg No		
			#Bca41075		
Employment Details - 1					
Employee Name		Design		Address	
				#1031 saket paradise 1st cross	

## KEY Benefits



## WHY CHOOSE Voltech

VHRS Event Management Service is your premier source for turnkey event solutions. Our expertise and experience brings success to every type of event. From corporate galas and meetings to conferences, fundraisers, and private functions, our team of elite event planners' delights in stringing together intricate installations and experiences that create lasting impressions and make for an unforgettable event. We specialize in leveraging the latest event technology, creative visuals, and efficient logistics, allowing you to join your event goals with our skillful design.



Seminars



Conferences



Trade Shows



Executive Retreats



Organization Milestone Events



Team Building Events



Product Launch



Board and Shareholder Meetings

*as well as many more....*

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## OUR Event Services



Venue Sourcing



Venue Arrangements



Fabrication



Branding



Hostess



Audiovisual,  
Lights & Sound



Creative Stages



Stage decor &  
event production



Special Talents



Celebrity  
Managements



Photo &  
Video Services



Entertainments



Bouncers



Gifts and  
Mementos



Design and Printing



Resource Arrangements



Food and Beverages

## OUR Event Process

01

UNDERSTANDING OF  
EVENT NATURE AND FLOW



03

PLANNING OF  
EXECUTION



05

VISITING VENUE FOR PREVIEW DISCUSSIONS  
OF PLACEMENTS OF MATERIALS



02

BRAINSTORMING  
OF CREATIVE IDEAS



04

DESIGNING OF  
WHOLE EVENT



10

EXECUTING  
EVENTS



08

CONSTRUCTION OF VENUE  
ARRANGEMENTS & STAGE



06

DISCUSSING  
POSSIBLE DELIVERABLES



09

CONDUCTING  
DRY RUN



07

FINE TUNING  
EVENT FLOW



# ATTESTATION SERVICES

## MEA Apostille & Attestation Services

- ✓ Educational Documents
- ✓ All country Translation Services
- ✓ Visa Endorsement
- ✓ Personal & Commerical Documents
- ✓ Emigration Services
- ✓ All State Educational HRD Services

## DOCUMENTS CATEGORIES for certificate attestation

### COMMERCIAL DOCUMENTS LIST FOR ATTESTATION

- MEMORANDUM OF ASSOCIATION ATTESTATION
- AUTHORITY LETTER ATTESTATION
- POWER OF ATTORNEY ATTESTATION
- COMPANY AGREEMENT ATTESTATION
- EMPLOYMENT CONTRACTS PAPERS ATTESTATION
- ARTICLE OF ASSOCIATION ATTESTATION
- CERTIFICATE OF INCORPORATION ATTESTATION
- SALES CONTRACT ATTESTATION
- COMMERCIAL INVOICE ATTESTATION
- PACKING LIST ATTESTATION
- HEALTH CERTIFICATE ATTESTATION
- CUSTOMS INVOICE ATTESTATION
- IMPORT EXPORT DOCUMENT ATTESTATION
- FREE SALE CERTIFICATE ATTESTATION
- AGREEMENTS AND CONTRACTS ATTESTATION
- ANNUAL REPORTS ATTESTATION
- ARTICLES OF INCORPORATION ATTESTATION
- COMPANY DOCUMENTATION ATTESTATION
- IMMIGRATION DOCUMENT ATTESTATION
- LEGAL CERTIFICATION ATTESTATION
- SERVICE AGREEMENTS AND CONTRACTS ATTESTATION

### NON EDUCATIONAL DOCUMENTS ATTESTATION

- MARRIAGE CERTIFICATE
- BIRTH CERTIFICATE ATTESTATION
- ONE AND THE SAME CERTIFICATE ATTESTATION
- DRIVING LICENSE ATTESTATION
- CHANGE OF NAME AFFIDAVIT
- EXPERIENCE CERTIFICATE
- PCC ATTESTATION
- AFFIDAVITS ATTESTATION

### EDUCATIONAL DOCUMENTS ATTESTATION

- DEGREE CERTIFICATE
- DIPLOMA CERTIFICATE
- TRANSCRIPT CERTIFICATE
- NURSING CERTIFICATE ATTESTATION
- NURSING REGISTRATION CERTIFICATE ATTESTATION
- PHARMACY CERTIFICATE ATTESTATION
- MBBS CERTIFICATE ATTESTATION
- ITI CERTIFICATE ATTESTATION
- COLLEGE LEAVING CERTIFICATE ATTESTATION
- MARK SHEET ATTESTATION
- ENGINEERING CERTIFICATE ATTESTATION
- SCHOOL LEAVING CERTIFICATE ATTESTATION
- BONAFIDE CERTIFICATE ATTESTATION

## COUNTRY WISE ATTESTATION SERVICES



SAUDI



KUWAIT



OMAN



BAHRAIN



UAE



QATAR



ITALY



FRANCE



GERMANY



POLAND



AUSTRALIA



SINGAPORE



MALAYSIA



RUSSIA



AFRICA



LIBYA

## Our Clients

TOP 50+  
CLIENTS

STAFFING  
COMPLAINTS  
PAYROLL  
management

SANYO DENKI

m  
sc TECHNOLOGY

Processware Systems  
prudent business solutions

d4t4  
solutions

ANDRITZ

MAGNETIC®  
ACCESS TO PROGRESS

HCLTech

Fujisoft®

WOW  
Truck.in

HEAT AND CONTROL

NOVAC®  
TECHNOLOGY SOLUTIONS

COLGATE-PALMOLIVE

BorgWarner  
Morse TEC

TATA

TUV NORD

B/S/H/

L&T Technology Services

AIS  
Asahi India Glass Ltd.

AMW  
THE GLOBAL TRUCK

PRECIA  
MOLEN™  
WORLDWIDE WEIGHING

CooperStandard

Aadhar  
Housing Finance Pvt. Ltd.

FEDERAL BANK  
YOUR PERFECT BANKING PARTNER

BMW

XERAGO  
COLLECTION, VALUE, REPRODUCTION

Gammco CAT

HINDJIA LEYLAND FINANCE

L&T Hydrocarbon

TPSC  
INDIA

• APTIV •

BRIDGESTONE

ALSTOM

MICHELIN  
A better way forward

L&T Valves

REYDEL  
automotive

NIPPON EXPRESS

SAINT-GOBAIN

SCHWING  
Stetter

Shapoorji Pallonji

LARSEN & TOUBRO

Allison  
Transmission

YAMAHA

WEST Pharmaceutical  
SERVICES

Reliance  
Industries Limited

enlighted





and many more...

## Our Clients

TOP 50+ CLIENTS



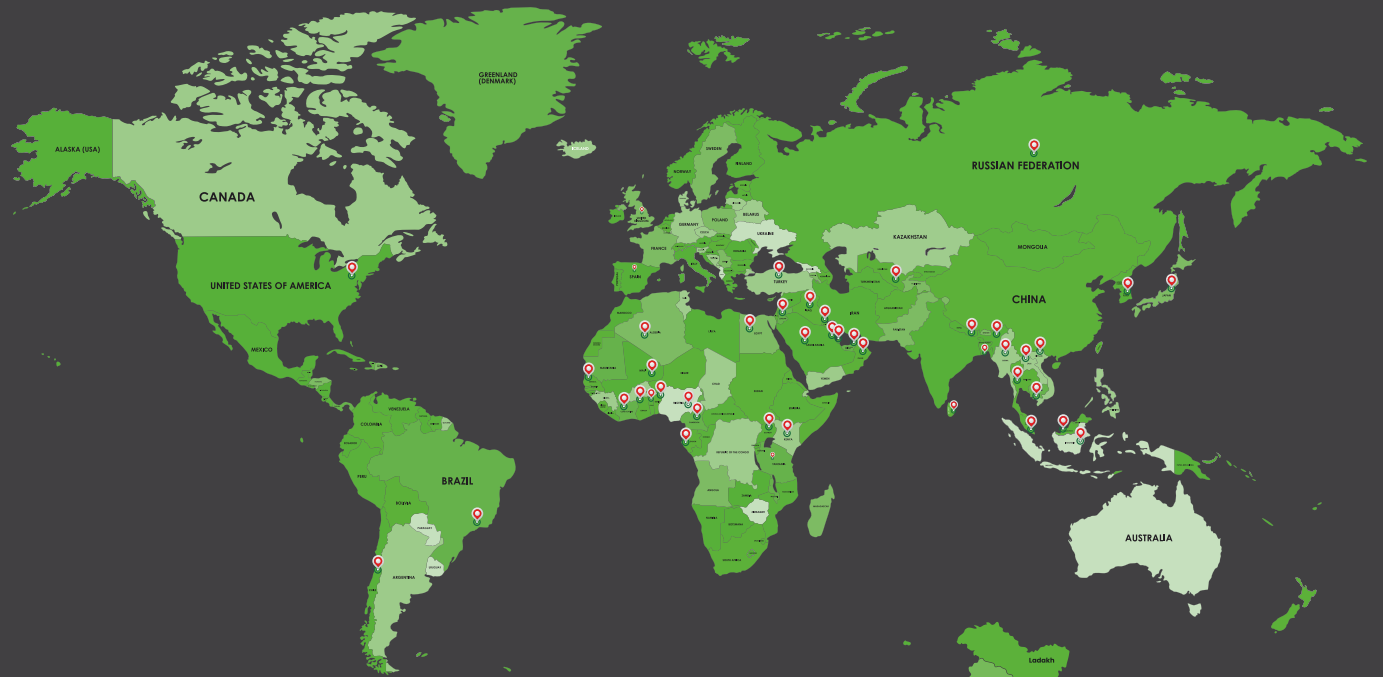


## Our Clients

TOP 50+ CLIENTS



# OUR PRESENCE



## International Locations

**ASEAN :** Cambodia | Indonesia | Laos | Myanmar  
Malaysia | Singapore | Thailand | Vietnam

**SAARC :** Bangladesh | Nepal | Sri Lanka

**Middle East Countries :** Bahrain | Iraq | Jordan | Kuwait  
Oman | Qatar | Saudi Arabia | U.A.E

**Africa :** Algeria | Benin | Cameroon | Egypt | Ghana | Gabon  
Ivory Coast | Kenya | Mali | Nigeria | Senegal | Tanzania | Uganda | Togo

**Europe :** Spain | Turkey | United Kingdom

**CIS Countries :** Uzbekistan

**America :** USA, Brazil, Chile

**Japan | South Korea**



## INDIA :

Bangalore | Bhubaneswar | Bilaspur | Chennai  
Coimbatore | Guwahati | Hyderabad  
Kochi | Kolkata | Lucknow | Mumbai | New Delhi  
Raipur | Vadodara | Vizag

## We source from



India



Nepal



Bangladesh



Sri Lanka

## GET IN TOUCH NOW

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**Mail :** [hr@voltechgroup.com](mailto:hr@voltechgroup.com)

**Regd. & Corporate Office :** Voltech ECO Tower,  
No. 2/429, Mount Poonamallee Road,  
Ayyappanthangal, Chennai - 600 056

SCAN FOR PROFILE

