

***A Complete Manpower  
Solution***



*Fully dedicated to manpower solutions,  
Nirbhik is a leading provider of high  
performance manpower solutions  
focused on quality and value.*

**nirbhik**  
SUPPORT SERVICE PVT LTD

CIN NO. U74140KL2019PTC058601

## About Us

Nirbhik Support Service (P) Ltd. registered under Company's Act 1956, is one of the vibrant Manpower supporting firm in the complex and multi - faceted scope of Manpower supporting services. Nirbhik Support service has stood out with distinction as an extremely flexible organization offering excellent quality services. We focus on providing quality manpower for various types of business organizations. Our experts thoroughly assess recruitments process and supply the best candidate. We have knowledge, experience and a passion for complete manpower outsourcing solutions. At Nirbhik, we never forget that all of our relationships are personal. Our profession is not only defined by the quality of our services; we are also driven by a business ethic aimed to make the entire client a winner in the business relationship that we build. Our offerings are wide - ranging and all - inclusive. We have knowledge, experience and a passion for Manpower Solutions. This enables us to deliver sustainable customer solutions in energy efficiency and human comfort. By getting the most out of resources, we ensure comfortable, energy efficient working and living conditions, the optimization of technical installations and the highest level of support services.

## Our Mission

Our mission is to achieve and sustain a leadership position in the industry by providing unmatched services to our customers and creating exceptional value.

## Our Vision

Our vision is understanding needs & long term perspective of our client & provide value-added services by integrating; domain expertise, technology, skill, process improvement to ripe on long-term client relationships.

## SERVICES WE OFFER

- 1 Labor Contract and Corporate Services
- 2 Outsourced Payroll Services
- 3 Facility Management Services



# 1. Labor Contract and Corporate Services

We supply outsourced manpower ranging from unskilled to skilled workers to clients from across diverse industries. Manage their payroll process, attendance to disciplinary issues. We also provide corporate services like Front office Staff, Reception Staff, Drivers, office Assistants, sales Executives / Associates, Delivery Staffs and other Skilled Staffs

# 2. Outsourced Payroll Services

Nirbhik Payroll division comprises of professionals dedicated to serving the corporate community, in the area of Payroll Management including administering & managing the salary compensation, leaves, time sheet, all the statutory & regulatory compliances. 60 to 80% of HR's time is spent on these administrative activities.

Outsourcing the Payroll process to Nirbhik would help the HR department to focus on Strategic Process Management. We deeply understand the requirements of our client and provide our services as per their business model and requirements.

## Features:

- Our payroll services include:
- Employees data management
- Creation of employee masters
- Payroll Processing and Management
- Handling Employee's Tax & Payroll related queries
- Labor Records
- Employee leave management
- Payroll MIS report
- Statutory payments (PT, PF, ESIC, TDS etc.)

# 3. Facility Management Services

- Pantry Services
- Office Support & Staffing
- Garden and lawn maintenance
- Front office management
- Security Services
- Housekeeping, Janitorial & Technical Services
- Electrical, Mechanical and Plumbing Services

## How you benefits

- ☑ Reduction in operational cost
- ☑ Ability to hire experienced human resource for specific and time bound jobs
- ☑ Ease of recruitment and replacement
- ☑ Increase resource mobilization for others areas of business
- ☑ Staff up or down easily in response to business needs
- ☑ Freedom from complex HR, logistical and statutory compliance responsibilities



## **NIRBHIK SUPPORT SERVICE PVT LTD**

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