




**"Best Resources
Optimum Results"**

Optimum HR is one of the leading Executive Search Firms in Pakistan. We specialize in executive search, HR consulting & training, payroll/employee outsourcing, and antecedent verification in a variety of sectors. For extensive years, we excel in finding new talent for our client organizations.

CONTACT US.

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 Office # 104, 3 rd Floor, 30-M Block
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About Us

We are the talent advisor of choice among organizations seeking direction and counsel on senior leadership needs. Moreover, we specialize in operational and technical placements, work across a range of industries and company sizes, and provide value to our client companies. Optimum HR has built its reputation on the ability to consistently recruit world-class leadership talent as well as an exemplary record of confidentiality and integrity.

Our Mission

There's nothing like a mission to excite and unite people in a common goal. At Optimum, our company mission is simple we want to be the best at helping employers achieve success through our skills and dedication. At each step of the relationship with our clients and candidates, we deliver value, advice and an expert point of view.

Our Vision

We rely on five core principles that guide our business strategy, behavior and relationships:

Integrity

We embrace and uphold the highest standards of personal and professional ethics, honesty and trust.

Respect

We treat everyone with uncompromising respect, civility and fairness.

Collaboration

We work as a team and share knowledge for continuous improvement, learning and innovation.

Empowerment

We are empowered to deliver operational excellence through innovation and leadership at all levels.

Responsibility

We are responsible to fulfill our commitments to colleagues and clients with a clear understanding of the urgency and accountability inherent in those commitments.



People Make the Difference

Your people are your most valuable asset and effectively managing your team is crucial to your success. The team at Optimum HR can help you change the way you manage your people. You can benefit from our products and services by:

- Gaining an understanding of employment related legislation and how it impacts your business
- Discovering how to recruit and retain top performing employees
- Clarifying employees' roles and responsibilities through the job analysis/job description process
- Learning how to better manage your employees through innovative, customized performance management systems
- Implementing an objective, formal pay plan structure and defining your competitive positioning
- Understanding when and how to use Employment Agreements & Contracts
- Collaborating in the creating of an Employee Handbook designed specifically for your company

What We Can Do



Executive Search and Recruitment

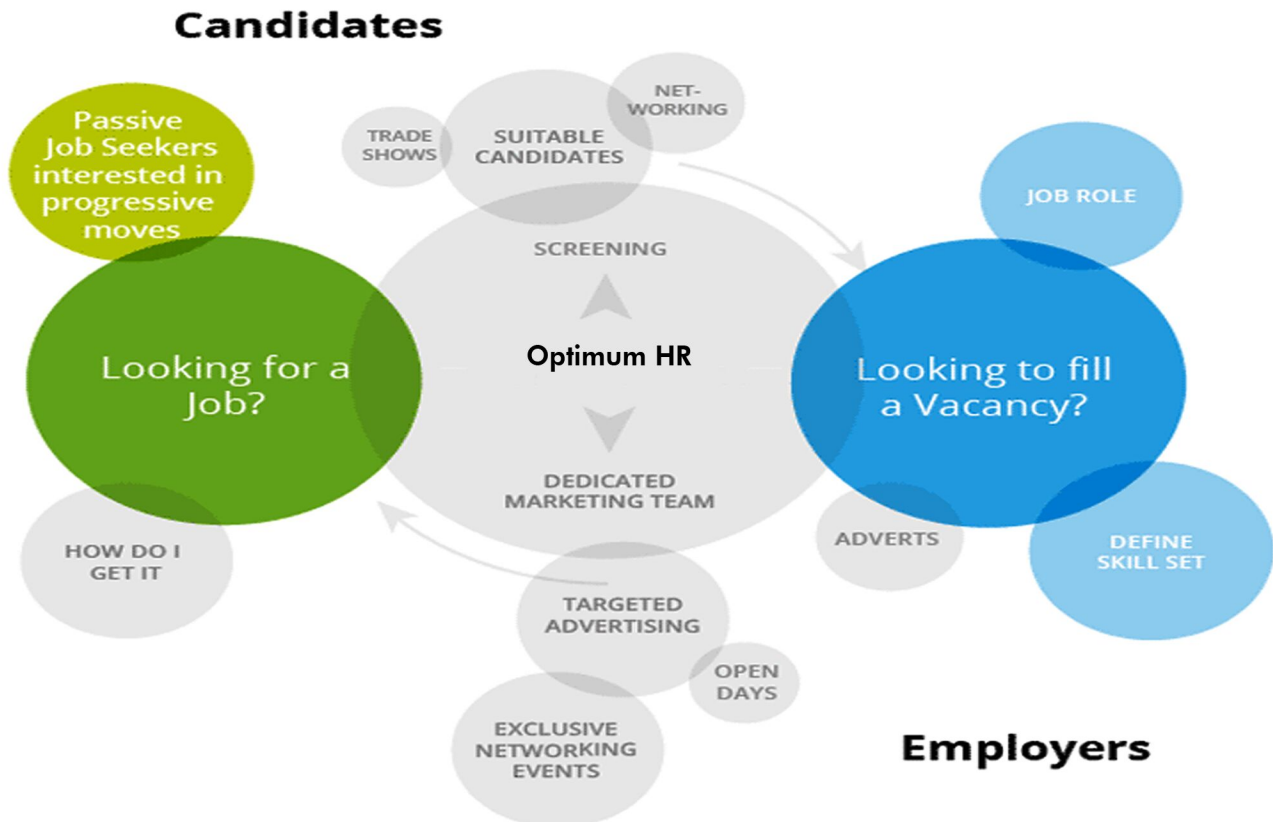
Executive Search – Focused and dedicated service that drives exceptional results. Optimum HR is one of the leading Executive Search Firms in Pakistan. We specialize in executive search and recruiting in a variety of sectors, including the technology sector. For extensive years, we excel in finding new talent and executive level candidates for our client organizations.

Defining The Best Executive Search

Executive talent drives organizational success, so every hiring decision you make is critical to collective performance. The search for talent - finding the ideal candidate and ensuring a perfect fit - is both an art and a science. It integrates:

- ▶ Latest search methods
- ▶ Assessment technologies
- ▶ Online tracking tools
- ▶ International databases

Moreover, it combines the experience, wisdom and industry knowledge of specialized consultants. This is how Optimum HR defines excellence in Executive Search, and we are proud to have built exceptional client relationships on the strength of our services. Our consultants look forward to finding the very best leaders for your organization.

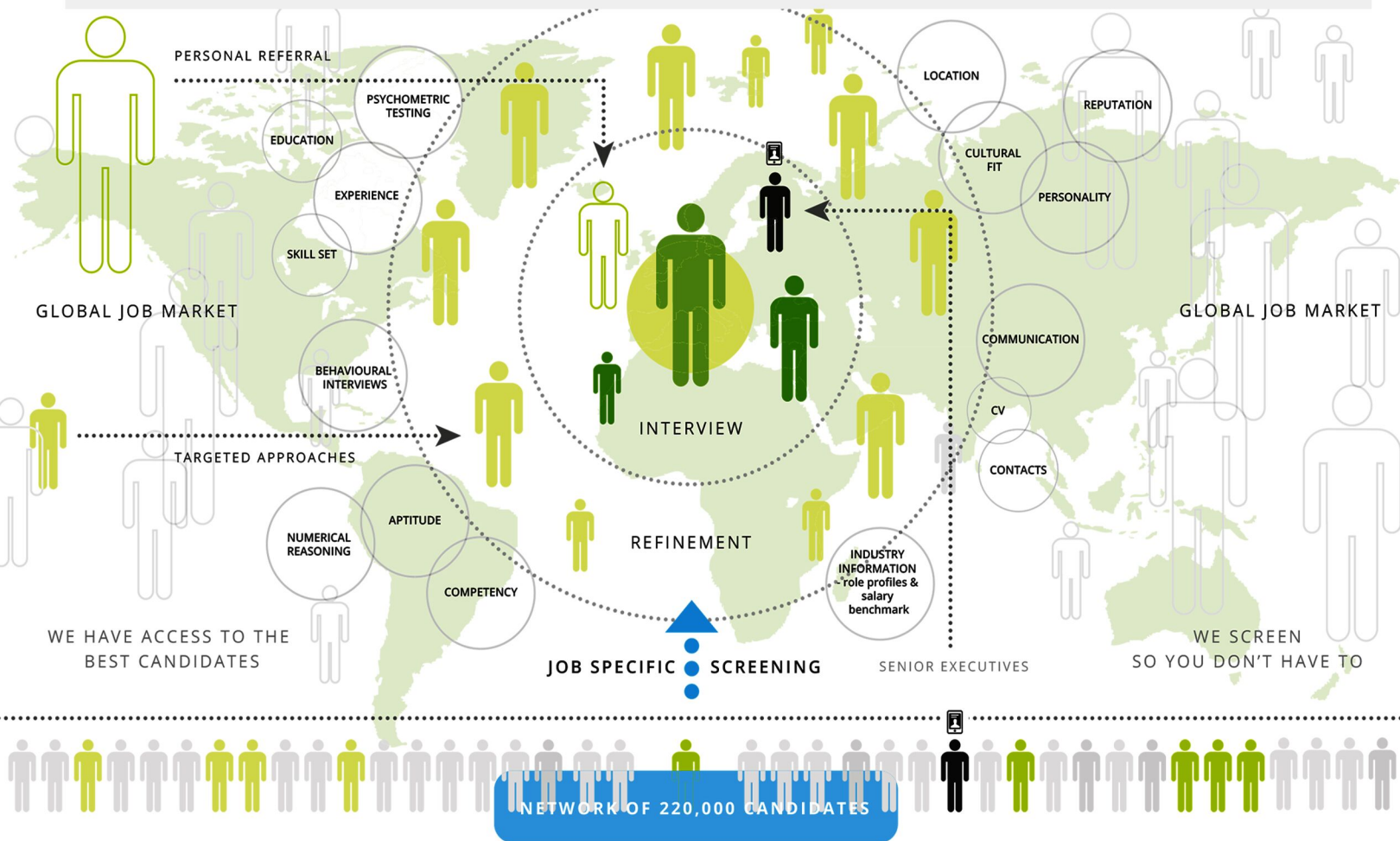


Candidate Selection

Our recruiters are experts in executive search across Pakistan. Optimum HR is a groundbreaker in executive recruiting and the premier resource for filling and finding jobs. With many years of experience in the management and executive job search industry, we bring demonstrated expertise to the job market, helping to identify and place prime candidates for area companies.

Recruiting Local Knowledge Plus National Reach

Our recruiting office serves as the firm's hub—with a reach along with the entire country. Our recruiters maintain and continually update exceptional contacts in a number of industries and practice areas throughout Pakistan. What distinguishes us apart is that we are helping management and executive positions across the country.

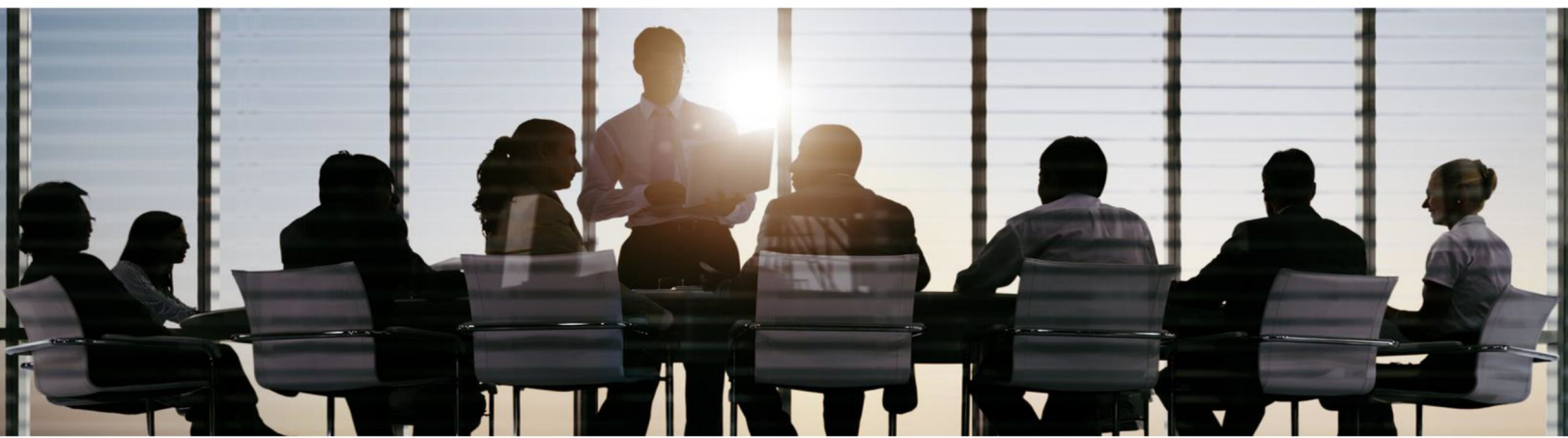


HR Consulting and Training

Your HR Partner In Business

At Optimum HR, we believe that all businesses, regardless of size, need senior level HR expertise from partners who are attuned to their business needs. However, in small and mid-sized businesses, typically there is not an internal HR expert to provide that support. As a result, many managers often struggle to find the answers they need quickly. In today's business climate, there is a high risk when businesses do not have an HR expert to consult with - and issues that are not managed effectively can ultimately have a significant impact on the organization. Optimum HR actively involved in training on an individual, team and organizational level. We design and conduct customized learning programs for our clients based on their specific needs. In addition, to our team of in-house experts, we also collaborate with several reputed trainers. What sets us apart from other consulting companies is that we take a partnership approach. We don't just advise, but we also assist you in doing the work. From developing a policy and procedure manual to advising you on employee issues, we are there for you each step of the way. We strive to provide products and services that are both personalized and relevant.

- ▶ **Strategic planning**
- ▶ **Six sigma process analysis and redesign**
- ▶ **HR Strategy and Formulation**
- ▶ **Performance Management Systems Training**
- ▶ **Needs Analysis**
- ▶ **Competency Models and Capability Frameworks Surveys and Assessments**
- ▶ **Qualitative and Quantitative Research**
- ▶ **360 Degree Appraisal**
- ▶ **Compensation and Benefits**
- ▶ **Employee Engagement**



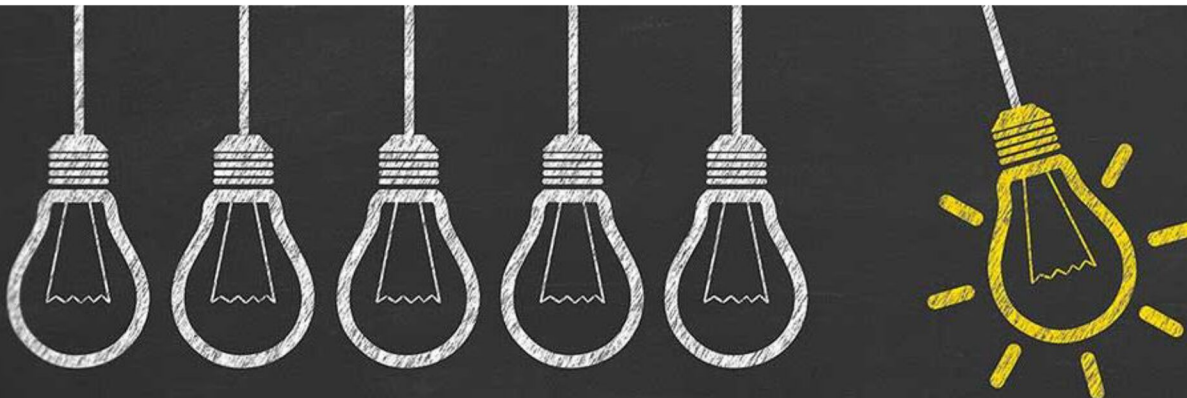
Employee and Payroll Outsourcing

Our Employee and Payroll Outsourcing Services work in combination to increase efficiency and reduce workload for our clients and to enjoy hassle free functioning of their human resource department.

Optimum HR outsourcing service presents an exclusive model where a number of HR processes have been flawlessly incorporated in offering a complete outsourcing solution to clients. As a Third party service provider we recruit, hire, train and place workforce as per client needs in a short time. We look after outsourced staff, salary and benefits, employment records, promotions and increments and all regulatory and statutory requirements. Optimum HR provides a complete outsourcing solution to clients with key benefits such as:

Features of the Outsourcing Model

- ▶ Payroll Processing
- ▶ EOBI and Social Security Management
- ▶ Health and Life Insurance
- ▶ Leave, Expense, Travel Authorization Management
- ▶ Income tax management for employees
- ▶ Medical benefits / insurance management
- ▶ Terminal benefits management
- ▶ Performance appraisal result coordination
- ▶ Recruitment and induction
- ▶ Staff survey and motivational analysis
- ▶ Training needs analysis and facilitation
- ▶ Subsidies and employees loan processing and custodial services
- ▶ Employee Documentation
- ▶ Uniforms / Tools
- ▶ Onsite Supervision, if required



Antecedent Verification Services

Employee Antecedent has integrated with the hiring process in the Corporate and Government sectors. Our team provides services to verify the employee antecedent from employee last employers and the educational institutes. In order to meet client needs we are providing these necessary verification services.

- ▶ Educational Document verification (National and International)
- ▶ Employment Verification (National and International)
- ▶ NADRA Verification
- ▶ Residential Verification
- ▶ Police Verification
- ▶ Reference Verification
- ▶ Driving License Verification

Enabling and Empowering Organizations Through Driving Result



VERIFICATION



What Set Optimum Apart

We are a full-service Human Consulting and Training firm. Working with employers in the private and public sectors, we have a varied list of clients including companies in the following industries:

Construction, Automotive, Manufacturing, Transportation, Hospitality & Tourism, Services, Equipment Dealers, Municipalities, Professional Services Firms & Information Technology

And so on

What kind of HR issues keeps you up at night?

Contact us today and let us assess your Human Consulting and Training needs!



Write to us


Please write to with your enquiry at info@optimumhrc.com for more information on our outsourcing services.

For further details on our services, please visit our website at www.optimumhrc.com





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