

## Job Carried by Operation Team:

- To ensure the quality of services.
- To interact with existing customers on regular basis and solve queries and problems.
- To identify the training needs of the employees.
- To make surprise visit to existing sites to check on going work
- To minimize the complaints of customers.
- To ensure the quality Procedure.

## Our Prestigious Clients



## Our Hallmarks

- Provision of highly reliable and valuable services to our customers.
- Winning the trust and support of satisfied clients
- Understanding the specifications required by our clients and striving to provide services in their accordance
- Team of dedicated professionals and field workers .
- Timely completion of the services; thus giving an edge to us over our competitors.



**Response**  
Services Pvt. Ltd.

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## Our Services

- Manpower Outsourcing
- Recruitment Process Outsourcing
- HR Consultation Service
- Payroll Management Service
- Accounting Service
- Permanent Staffing
- Survey Outsourcing
- Housekeeping Service
- Waste Management
- Brand Promotions

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**About Us:** Response Services Pvt. Ltd. is the name to reckon with in HR Consultation and recruitments. We started to succeed on 7th October, 2014. The headquarter of our company is located in Ranchi and we have our branch offices in other cities of India. Our main focus is to provide 100% client satisfaction, effective consultation and recruitment solutions across India. We maintain work confidentiality, transparency and ethical business.

Our company is well reputed for accurate assessment and wide networking across industries. We search talent and we work with the clients with close prospects of helping them getting the real talent. We believe in consistent performance and improvement of our services. Our major assets are people and want to deploy right people for the right job withing the given time.

## Manpower Service

We provide the most appropriate solutions to Manpower & Outsourcing requirements. We ensure, the satisfaction of our customers with the outsourcing services, which we provide through expertise staff in the following fields:-

- Office Assistants
- Receptionist/Counsellors
- Accountants
- HR-Manager
- Sales Executives
- Marketing Executives
- Admin. Executives
- Help Desk Executives
- Data Entry Operator
- Computer Operator
- Drivers
- Peon/Office Boy
- Store Keeper
- Housekeepers
- Pantry Boys/Girls
- Supervisors
- Engineers
- Other staff



## Housekeeping Services

We provide the most appropriate solutions to housekeeping needs. Our team members take it as a task and as a challenge so that we can provide superior quality results by using best methods, accessories, equipments and supportive personnel. We have highly specialized and experienced team. Our Staff works in close co-operations with our clients to deliver services in exact accordance to their specifications. We assure also, that our Housekeeping Services will be environment friendly. We provide services by Latest Methods and well-trained House keeping personnel with pleasant working environments.



## Silent features of our company are :

- Maintains complete database of employees.
- Maintains complete database of Organization (companies, locations, divisions, departments etc.)
- Facilitates projection of manpower for future period.
- We allow our customers to be the judge of the quality of service provided.
- Keeps tracking of all recruitment activities- applicant verification, short-listing, evaluation and final selection.

## Our Specifics

- **Authorization Details.-** Registered under Companies Act, 2013
- **CIN No.-** U74999JH2014PTC002423
- **PAN No.-** AAHCR0760N
- **TAN NO.-** RCHR01980G
- **Service Tax No.-** AAHCR0760NSD001
- **Labour License No.-** SEA1536400010101
- **EPF Registration No.-** JHRAN1355868
- **ESIC Registration No.-** 60001553010001019
- **TIN No.-** 20020312576
- **GST No.-** 20AAHCR0760N1ZE

## Quality Assurance

Quality assurance provides confidence to our clients and to us so that we become assure that our services are meeting their expectation. Therefore, we make consistent efforts to provide our esteemed clients with quality service and that ensure full justice to the trust and to the money, which they have invested in our services. Under our Quality Assurance Program, we cover over all activities, from development to servicing and documentation. It also includes, the regulation of the quality of raw materials, products and components.

## Our Team

**Our activities are supported by a highly experienced team of professionals. Our team comprises:**

- Office Administrator
- HR-Managers
- Facility Managers
- Customer Service Executives
- Help Desk Executives
- Marketing Executives
- Office/ Dispatch/ Field Boys
- Receptionist/ Data operators
- Housekeepers

We conduct regular orientation and in-service training to explain policies, work procedures and maintenance of equipments through demonstration to our workforce.