



CAREER ZONE  
RECRUITING LLP

*Best Resources,  
Great Practices.*

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# About Us

CAREER ZONE RECRUITING LLP, a leading and renowned recruiting company certified under ISO. CZRL is the leader in innovative workforce solutions, connecting human potential to the power of business. We are pleased to present ourselves as an Elixir to all your Manpower needs. The corporate world is infested with theft, indiscipline, insufficient attendance of regular workers, labor unrest, sub-optimal work-force and many other maladies company and industry specific.

We, Career Zone Recruiting LLP, with our vast & varied experience have achieved great success in overcoming and preventing these problems





## Bhagyashri Dilip Thakur

CEO & Managing Director

*"Empowering the world by connecting organizations & workforce."*



## Vision

To become preferred Strategic & Sustainable Man Power Supply & Facility Management Services Partner for Organizations through our Continual Process Optimization for sustainable development and business expansion to make our country hub of skilled Human Resource.

## Mission

Collaborating with our clients to ensure qualitative, scalable and flexible solutions for long term strategic Partnership.



## Values

Trust  
Transparency  
Team Spirit  
Responsibility  
Professionalism



# List of Clients

- ▶ Tata Cummins Pvt. Ltd.
- ▶ Sassoon General Hospital Pune
- ▶ Brihanmumbai Municipal Corporation
- ▶ Mira Bhayander Municipal Corporation Mumbai
- ▶ Municipal Corporation Panvel
- ▶ Women and Child Development Department
- ▶ Mumbai Metropolitan Region Development Authority
- ▶ Bhabha Atomic Research Centre
- ▶ MAHAGENCO (Maharashtra State Power Generation Co. Ltd.)
- ▶ The Maharashtra State Commission for Right to Service
- ▶ Dr. Homi Bhabha State University

# Our Working Methodology

- ▶ Understanding Clients Requirements and Expectations
- ▶ Proposing Tailor Made Solutions
- ▶ Cost Benefit Analysis
- ▶ Services Deployment & Execution
- ▶ Continuous Monitoring & Process Optimization





# Hiring Process

Working closely with clients we determine the exact requirement of profile, qualifications & skills and accordingly we make extensive assessment and place the desired candidates which suit their job requirement and culture.



- ▶ Set Eligibility criteria as per requirement of client.
- ▶ Search the required expertise and experience in our Database.
- ▶ Shortlist the candidates and schedule interviews.
- ▶ Offering intent letter to selected candidates.
- ▶ Complete their documentation process.
- ▶ Issue them Appointment letter upon joining at deployed location.



# Reporting Structure

- ▶ **Define clear roles and responsibilities:** It is important to define the roles and responsibilities of each team member to avoid confusion and overlapping of duties. This will help in establishing a clear reporting structure.
- ▶ **Determine reporting channels:** Establish a hierarchy of reporting channels for each team member, with clearly defined reporting lines. This will ensure that everyone knows who they report to and who reports to them.
- ▶ **Establish communication protocols:** Clearly define how communication should take place within the team, including frequency of meetings, modes of communication (e.g. email, phone, video conference), and the channels to be used for specific types of information.



# Performance Tracking

- ▶ **Set performance targets and KPIs:** Set measurable targets and key performance indicators (KPIs) for each team member and ensure they understand their individual and team targets. This will help in monitoring their performance and track progress
- ▶ **Review and analyze reports:** Regularly review and analyze reports generated by team members to identify areas for improvement, identify gaps in skills, and determine if targets are being met.
- ▶ **Provide feedback:** Give feedback to team members about their performance and provide them with the necessary support and training to improve their skills.
- ▶ **Implement a continuous improvement process:** Establish a process to continuously improve the reporting structure based on feedback and lessons learned.





# Services



End-to-end Recruitments for IT & Non-IT organizations



Third-party payroll



Facility Management, Manpower Supply, Housekeeping Services, Allied Services



Undertaking security Services

# Our Expertise

## Manufacturing



## Education



## Retail & Hospitality



## Corporate



## Health Care



## Residential



# Indicative List of Labour Regulation We Comply With

The persons engaged in rendering the above noted services will be on our roll and we shall be fully responsible to comply with the provisions of the Labour Laws. All the compliances under the following Acts will be made by us and proof in token of compliance will be submitted to you on monthly basis:

- ▶ PF & Misc. Provision Act
- ▶ ESI Act
- ▶ Minimum Wages Act
- ▶ Bonus Act
- ▶ Professional Tax Act
- ▶ Maternity Benefit Act
- ▶ Payment of Wages Act
- ▶ Shop and Establishment Act
- ▶ Contract Labour Regulation and Abolition Act
- ▶ Maharashtra Labour Welfare Fund Act
- ▶ Other Labour Regulations as applicable for the establishment
- ▶ The Central Goods and Services Tax Act



# Our Milestones

**5000+**  
POSITIONS CLOSED

**30+**  
BRANDS

**80+**  
INDUSTRIES









# Our Clientele

Government Organizations





# Our Clientele

Private Organizations



# Thank You.

**Office :**

3rd Floor, Durvankur Apartment,  
Wrangler Paranjape Road, Ramee  
Grand Hotel Prabhat Road,  
Pune 411004.

+91 2068680507 /  
+91 9890075111

**Office :**

Office No 1204, 12th Floor,  
Universal Majestic (Mighty) P.L.  
Lokhande Marg, Off Ghatk par-  
Mankhurd Link Road, Behind RBK  
International School, Chembur  
(West), Mumbai-400089.

**Incorporation Certificate No. : AAD-5886**  
**PF Certificate No. : PUPUN1566706000**  
**ESIC Certificate No. 33000548990001099**  
**PT Certificate No. : 27651484522p**  
**PAN Card : AALFC0116E**  
**GST Certificate No. : 27AALFC0116E1ZY**  
**Shop Act No. 173100031091**  
**Psara license : PSA/L/18/MH/2023/JAN/3/2580**

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