



CORPORATE DOSSIER

QUICK INTRODUCTION:

- A Start-up with an experience of a veteran player in the field of
 - HRO
 - RPO
 - Staffing
 - Payroll services
 - IT Consulting
 - Training and Skill Development
- Cumulative management experience of more than 40 man years in the concerned fields having handled key decision making roles with industry giants like TeamLease, Planman HR, Stryde, and many other corporate and consulting majors
- Big ticket start-up with three major metros to start operations at Hyderabad, Bangalore & Chennai.
- End-to-End solution for any client from any industry ranging from IT, Ecommerce, Telecom, FMCG, Retail, Pharma, Infrastructure, BFSI, ITeS, etc.



SCOPE OF SERVICES:

BigLeap offers its Motto: “**Value Beyond Cost Control**” for flexible staffing solutions to corporations.

We meet temp staffing challenges across functions like

- Sales
- Customer Care
- Administration
- HR & Support
- Commercial and Accounting
- Back office
- Complex and high skill areas in Information Technology, Engineering etc.

We deliver unparalleled advantages to our partner-employers to

- Mitigate employer & employee risks
- Human Resource costs
- Improve Human resource life cycle efficiencies
- Provide scales, performance and better service than alternatives



SCOPE OF SERVICES:

A range of services what BigLeap offer are listed as below and apart from these service can be custom built as per client requirements as well

- ✓ Recruitment & Selection
- ✓ Profiling & Background checks
- ✓ Scales & Ramp Ups
- ✓ Contract Administration
- ✓ Employee Taxation
- ✓ Payroll & Salary Administration
- ✓ Payroll Transfers
- ✓ Leave & Absence Administration
- ✓ Compliance, Insurance & Benefits
- ✓ Response & Staff Helpdesks
- ✓ Staff Training (Optional)
- ✓ Induction (Optional)
- ✓ Performance Management
- ✓ Reimbursements,
- ✓ Bonus & Incentive Management
- ✓ Separations



WORKING METHODOLOGY:

Typical engagements involve the following stages and processes which the appointed account manager facilitates with the customer

- ✓ Pre Engagement requirement assessments
- ✓ Proposal and Service Fee Quotation
- ✓ Contract & SLA
- ✓ Payroll, Insurance & Banking Formalities
- ✓ Attendance and Incentive, Reimbursement Advice
- ✓ Invoicing of the Monthly Payroll to Customer
- ✓ Salary Disbursement to Contracted Staff
- ✓ Post salary Customer Services
- ✓ Invoice Settlement & Payments
- ✓ Final Settlements on account of Contracted Staff



COMMERCIAL COMPONENTS OF A PAYROLL FILE

The typical Cost to the Company (CTC) paid by BigLeap to its Contractual Staff, Statutory and Insurance authorities comprises of various factors such as

- ✓ Employees' Gross salary including monthly and Annual Allowances and Reimbursements
- ✓ Employer's contribution to Provident Fund, ESI Contribution, etc.
- ✓ Bonus payable to the Associate
- ✓ Premium for Group Insurance Scheme & Medi-claim Policy
- ✓ Incentives payable to the associates; wherever applicable
- ✓ Settlement of Travel Advance, Travel expenses etc, if routed through BigLeap
- ✓ Any other payment made by BigLeap to the Associate



CONTACT US:

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Corporate Identification Details:

CIN: U74999TG2015PTC100544

PAN: AAGCB4209F

TAN: HYDB06733G

Service Tax: AAGCB4209FSD001

THANK YOU!

