



COMPANY PROFILE

Work & Workers Associates (SMC-Pvt) Ltd.



0307-1037048



042-37002908



Work And Workers Associate Pvt. Ltd.



Office # 3, 5th Floor, Gohar Centre Muslim Town, Wahdat Road, Lahore

We Say What We Mean & What We do What We Say



To: Quotation for & Management Services

Subject:

Respected Sir,

Due to some reliable sources, we come to know that you are looking for an efficient and competent Employment Services. So we present Best Employment & Management Services at the level of your search and desire.

Respected Sir our object to spread peace and Employee as far as possible. To be able to achieve this is willing to become a useful and important member of an organization where experience, accomplishment and proficiency will allow the opportunity for personal growth.

Sir please gave us the opportunity to approve ourselves and gave us the time o day thank to you.

Thanks

Ali Hassan Bhoon

(Chief Executive)

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Sharzeel Hassan Bhoon

(Director Manager)

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Miss Jiya

(General Manager)

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WE ARE

Work & Workers Associates Pvt. Ltd.

Introduction:

Best Employment Services Pvt Ltd is based in Pakistan in the city of Lahore. We are a Employment and Management Services company dedicated to providing excellent Employees and services to our clients. We have got legal entity duly approved by Government of Pakistan BEMS is legally authorized to cater to the Employee and Services needs of Government / Semi Government Institutions / Depart its, Autonomous , Banks, Janitorial Services , Foreign Companies ,All Organizations ,Financial Institution , institution Services ,Private and Public Sectors of Industries and Private residences multinational Companies, Prate Companies etc on terms and conditions mutually agreed by parties. e h ve galaxy of retrained, ace, smart vigil and alert Employees and H.R Managers who Our Employees are well behaved and full y trained in the field of all Services. They are also courteous in dealing with visitors and public. Our Employees import necessary skills in the modern aspects of all services and keep updating them in threats. which ensures the alertness ,

of Employees Sate on duty. BEMS Employees are well trained in customer service, public relations and vast experience in dealings with the clients in respect e of their all masers. We enclose here with a copy of company profile with necessary documents for your perusal please. We are certain that you will love our work and that our rates will improve your profit margin.

Give us a try! We are available to work with open -end contracts. Best Employment & Management Service looks forward to providing you with your Employees service.



VISION:

We offer create solution Services needs and stand your business needs across a wide range of employees and services solutions. offer our clients the most BEMS facet angles to approach their Employees and services needs and eel eely build their brand. We are a truly octagonal Services experience, from client service to the final Services. One of our priorities is ac ve excellence in customer

Satisfaction superior business results. It is our firm belief that, our employees hold chital roles in our quality mission. Therefore, we will retain and attract the best employees and choose Services with equal rigor in quality.

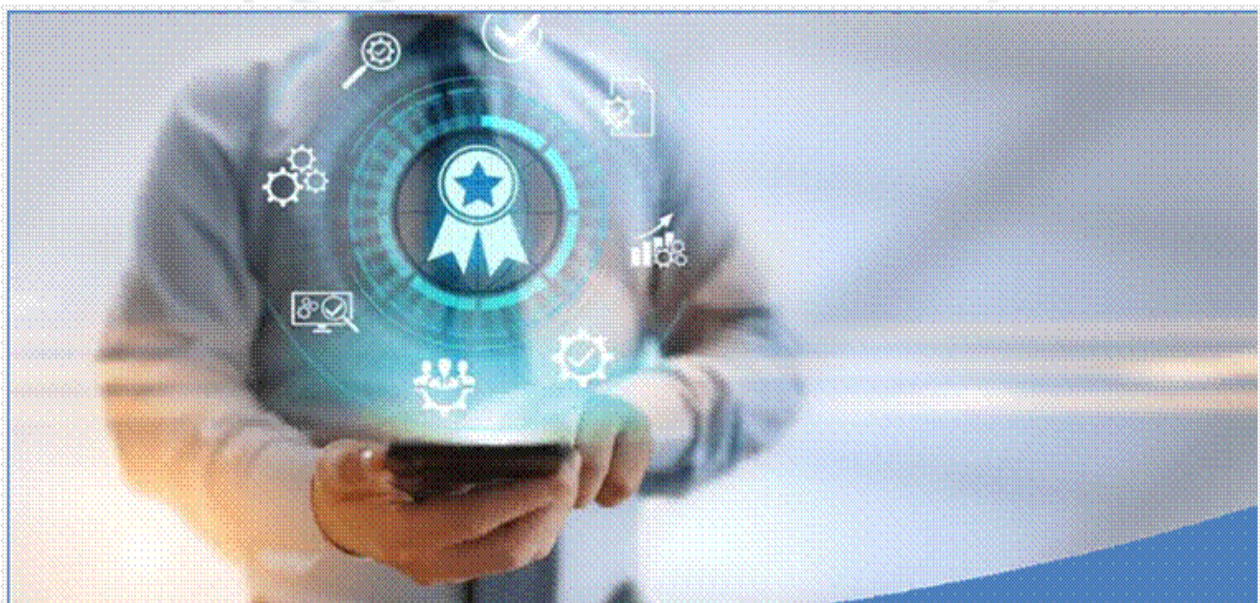
Mission:

We seek to become a trusted partner of all our clients. We attempt to inspire them with our capabilities, providing an advanced environment that boosts their business performance. We will continue to offer cutting-edge solutions and the highest quality of business processes within the fastest turnaround times with utmost determination. With our persistence and unwavering focus, we continue to work dedicatedly to understand the needs of our customers with mutual respect and care, and act with utmost integrity in everything we undertake. Our goal is to provide you with the creative insight and commercial awareness you need to transform your business.



OVER VIEW:

We offer creative solutions to marketing needs and understand your business needs across a wide range of Employees and Services solutions. We offer our clients the most effective angles to approach their Employee Services needs and effectively build their institute. We offer a truly Employees Services experience, from client service. One of our priorities is to achieve excellence in customer satisfaction and superior business results. It is our firm belief that, our employees hold critical roles in our mission. Therefore, we will retain and attract the best.





HR Management Services

- HR Audit and Assessment
- Legal and HR Compliance
- Employment Practices
- Employee Handbook
- Employee Pay Practices
- Employee Benefits
- Employee Leave
- Employee Engagement
- Recruiting and Talent Acquisition



ADDITIONAL SERVICES

- ❖ Training
- ❖ Executive Coaching
- ❖ Business Ethics and Professionalism
- ❖ Employee Rewards and Incentive Programs
- ❖ Management Training and Development
- ❖ Company-Employee Communications
- ❖ Workplace Safety and Security
- ❖ Workplace Conflict Resolution
- ❖ Workplace Investigations
- ❖ Performance Management Systems
- ❖ Corrective and Disciplinary Action Plans
- ❖ Interviewing and On boarding Processes
- ❖ Merger and Acquisition Support
- ❖ Organizational Restructuring
- ❖ Daily Work Practices





Material Management

- ❖ Metals
- ❖ Wood
- ❖ Paper
- ❖ Natural Textiles
- ❖ Leather
- ❖ Glass
- ❖ Chemicals
- ❖ Composite Materials
- ❖ Minerals
- ❖ Stone
- ❖ Concrete
- ❖ Plaster
- ❖ Ceramic
- ❖ Rubber
- ❖ Foam
- ❖ Semiconductor
- ❖ Rare-earths
- ❖ Materials



Event Management Services

- ❖ Seminars and Conference
- ❖ Trade Shows
- ❖ Executive Retreats and Incented Programs
- ❖ Golf Events
- ❖ Appreciation Events
- ❖ Company or Organization Milestones
- ❖ Team-Building Events
- ❖ Product Launch Events
- ❖ Board Meetings and Shareholder Meetings





Fumigation Services

- ❖ **Gas Fumigation**
- ❖ **Solid Fumigation**
- ❖ **Liquid Fumigation**

Hospital Services

- **Out Patient Services**
 - **Home healthcare**
 - **Health Emergencies**
 - **Training, education and leisure me**
 - **Other external services**
 - **Day hospital centers**
 - **External consultations**
- **Management and Administration Services**
- **File management: medical records**
 - **Logistics and purchases**
 - **Management of Orderlies**
 - **Selection and holiday reliefs**
- **Support Services**
- **Prevent corrected and technical -legal maintenance**
 - **Cleaning**
 - **Comprehensive gardening**





- Comprehensive security
- Radiologic protection
- Prevention of Legionnaire's disease
- Catering
- Rodent control, disinfect and pest control
- Comprehensive waste management
- Comprehensive management of laundry and linen

➤ **Central Clinical Services**

- Laboratories
- Diagnostic Imaging
- Pharmacy
- Sterilization
- Comprehensive management of laundry and linen

➤ **Healthcare Services**

- Surgical block
- Maternal and child
- Nursing services
- Medical/Hospitalization area
- Other



Housing Services

- ❖ Sweeping
- ❖ Vacuuming
- ❖ Washing dishes
- ❖ Feeding pets
- ❖ Doing Laundry
- ❖ Preparing meals
- ❖ Cleaning Bathrooms
- ❖ Dusting



Firms Services

- ❖ Education
- ❖ Childcare
- ❖ Accommodation
- ❖ Personal
- ❖ Fitness Center
- ❖ Retailers
- ❖ Wholesales and logistics
- ❖ Banking
- ❖ Telecommunications
- ❖ Entertainment
- ❖ Home service
- ❖ Trades people
- ❖ Hire
- ❖ Medical
- ❖ Websites



Hotels Services

- ❖ Waiter service
- ❖ Chinese banquet service
- ❖ Buffet service
- ❖ Self service
- ❖ Semi self service
- ❖ Cleaning
- Receptionist
- Cooking
- Order taker
- Cleaning
- Dusting
- Washing





Educational Institutions Services

- ❖ Consulting
- ❖ Training
- ❖ Tutoring
- ❖ Teaching
- ❖ Editing
- ❖ Research
- ❖ Curriculum /Instructional design, development
- ❖ Writing
- ❖ Workshops
- ❖ Classes



Industrial services

- ❖ Information Technology
- ❖ Hospitality
- ❖ Travel
- ❖ Transportation
- ❖ Media
- ❖ Entertainment
- ❖ Sports
- ❖ Healthcare
- ❖ Wellness
- ❖ Finance
- ❖ Insurance
- ❖ Professional Services
- ❖ Consulting & Staffing
- ❖ Design
- ❖ Marketing & Sales
- ❖ Energy
- ❖ Management
- ❖ Information
- ❖ Markets
- ❖ Retail
- ❖ Ecommerce
- ❖ Culture
- ❖ Education





- ✓ **Clubs services**
- ✓ **Import, export provide services to banks**
- ✓ ***Disaster response services***
- ✓ **Janitorial services**
- ✓ ***Foreign diplomatic and domestic missions***
- ✓ **All foreign companies' services**
- ✓ ***All organization services***
- ✓ **Government or provincial body's services**





Security Services:

- We Provide a elegant Security to our Clients as per Security Status
- Our Guards are to be looked always medically
- We provide a unique Model of Uniform for my guards
- Ammunition performance should be accurate all the time
- All the kinds of security elements are to be fulfilled in my security system
- Civil Guards as well X Army Guards are available with us also lady Searching Guard

Inspection Services

- Monitor operations to ensure that they meet production standards.
- Recommend adjustments to the assembly or production process.
- Inspect, test, or measure materials or products being produced
- Measure products with rulers, calipers, gauges, or micrometers.



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Patient Care Services

- ❖ Keeping patient rooms tidy and sanitized. Assisting patient with everyday needs.
- ❖ Monitoring vital signs or EKG signals and patient condition.

Driver Services

- ❖ Transporting clients from airports to hotels and vice versa. Carrying out vehicle maintenance checks.
- ❖ Delivering packages to customers in a timely manner.
- ❖ Picking up of cell purchases or other administrative needs.
- ❖ Utilizing navigation apps to the most optimal route.



Office Assistant Staff Services

- ❖ Performs clerical duties, including, but not limited to, mailing and ling correspondence, preparing payrolls, placing orders, and answering calls. Interacts with clients, visitors, and vendors. Sorts and distributes incoming mail. Arranges meetings by reserving rooms and managing refreshments.





Store Incharge and Store Keeper Services

- ❖ Keep a record of sales and restock the store accordingly. Manage and train store staff.
- ❖ Plan promotional campaigns for new products or specials.
- ❖ Ensure that the store is kept clean and organized.
- ❖ Mediate any confrontations between staff and clients, and de-escalate the situation.

Technical Staff for different areas of industry Services

- ❖ The Industrial Engineer's responsibilities include analyzing operations, designing work flows and production processes, reducing inefficiency, and ensuring that nil products meet the established quality standards





Nursing Staff Services:

- ❖ assessing and planning nursing care requirements.providing pre- and post-operation care
- ❖ monitoring and administering medication and intravenous infusions.
- ❖ taking patient samples, pulses, temperatures and blood pressures. writing records
- ❖ supervising junior staff
- ❖ organizing workloads

Sales Girl Staff Service:

- ❖ Greeting customers who enter the shop. Be involved in stock control and management.
- ❖ Assisting shoppers to the goods and products they are looking for.
- ❖ Being responsible for processing cash and card payments.
- ❖ Stocking shelves with merchandise.





Door to Door All IT Services:

- ❖ Setting up hardware and installing and configuring software and drivers.
- ❖ Maintaining and repairing technological equipment (e.g. routers) or peripheral devices.
- ❖ Installing well-functioning LAN/WAN and other networks and manage components (servers, IPs etc.)

Networking Services:

- ❖ Setting up hardware and installing and configuring software and drivers.
- ❖ Maintaining and repairing technological equipment (e.g. routers) or peripheral devices.
- ❖ Installing well-functioning LAN/WAN and other networks and manage components (servers, IPs etc.)





Material Management Service:

- ❖ Setting up hardware and installing and configuring software and drivers.
- ❖ Maintaining and repairing technological equipment (e.g. routers) or peripheral devices.
- ❖ Installing well-functioning LAN/WAN and other networks and manage components (servers, IPs etc.)

Event Management Service:

- ❖ Your primary duties will include maintenance of computer networks, hardware, software, and other related systems, performing disaster recovery operations, protecting data, software, and hardware from attacks, and replacing faulty network hardware components when necessary.





Disaster Response Services:

- ❖ Analyze the Incident. Your very responsibility after a disaster is to gather as many facts about the incident as possible. ...
- ❖ Gather Evidence. ...
- ❖ Go into Crisis Management Mode. ...
- ❖ Communicate Efficiently. ...
- ❖ Evaluate the Process. ...
- ❖ Plan Before You Respond.

Canteen & Café Services:

- ❖ Cafeteria attendants help ensure diners have all the items they need to enjoy their meal, and help facilitate an efficient dining environment. Special tasks include removing dirty dishes, cleaning tables, ensuring tables have clean linens and serving drinks.





All Cleaner Services Male/Female:

- ❖ Cleaning, stocking and supplying designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc.).
- ❖ Performing and documenting routine inspection and maintenance activities.
- ❖ Carry out heavy cleaning tasks and special projects.

Gardner Services:

- ❖ Gardener responsibilities include monitoring the health of all plants and green spaces, watering and feeding plants, trimming trees and shrubs, fertilizing and mowing lawns, weeding gardens and keeping green spaces and walkways clear of debris and litter



Home Care Taker Service Male/Female:

- ❖ Home care taker responsibilities include monitoring the health of all plants and green spaces, watering and feeding plants, trimming trees and shrubs, fertilizing and mowing lawns, weeding gardens and keeping green spaces and walkways clear of debris and litter





House Keeping Services Male/Female:

- ❖ Dusting and polishing furniture and trues
- ❖ Cleaning and sanitizing toilets, showers/bathtubs, countertops, and sinks.
- ❖ Maintaining a clean and sanitary kitchen area.
- ❖ Making beds and changing linens.
- ❖ Washing windows.
- ❖ Vacuuming and cleaning carpets and rugs.

Marketing Staff Services Male/Female:

- ❖ Listening to customer needs
- ❖ Track trends and monitor competition.
- ❖ Work and brand values.
- ❖ Searching for new (and helpful) marketing' tools. .
- ❖ Coordinate efforts with those of the marketing partners of the company.
- ❖ Innovate.
- ❖ Communicate with the rest of the company. .
- ❖ Help improve sales processes and customer.





General Services:

- ❖ May perform clerical services, equipment operation, basic maintenance and repair, materials handling, custodial services, logistical support, routine security and/or customer services, and/or other related duties in accordance with day-to-day requirements of the specified department

Fumigation import & Export & Provide Service to bank:

- ❖ Most of the countries will not allow to import goods without fumigation certificate, ... Pre shipment banknance to suppliers for exports through other agencies ... My problem is the fumigation service is not.
- ❖ agree to do this job by putting the MB ... and Service Tax under Indian Union Budget 2021-22 ·Central Excise duty





Financial institution Commercial Services:

- ❖ Functions of Commercial Banks. The basic role of a commercial bank is to provide national services to the general public, businesses, and companies. Banks also ...

Industrial Organization Private bodies:

- ❖ Functions of Commercial Banks. The basic role of a commercial bank is to provide national services to the general public, businesses, and companies. Banks also .In addition to deposit products like checking and savings accounts, commercial banks offer merchant services, commercial loans, global trade services, treasury services, and other corporate-oriented products. Payment processing is an example of a commercial banking service. .





Hospitals Services:

- ❖ Creating a positive and productive work culture through leadership. Setting the standards for excellence in operations.
- ❖ Hiring and ensuring qualified staff.
- ❖ Maintaining high quality in the delivery of patient care.

Firms, Hotels, Club Services:

- ❖ Responsibilities vary but may include: cleaning and maintaining the appearance of the public areas of the hotel, deep cleaning of assigned areas, setting-up and maintaining complimentary hotel lobby functions including the coffee service and nightly concierge events, cleaning and setting-up meeting room functions,
A club lounge attendant works in the VIP lounge of a hotel, an exclusive, private ... It's his job to provide excellent customer service, working to meet the needs of these ... Some companies require a lounge attendant to have a few years of prior



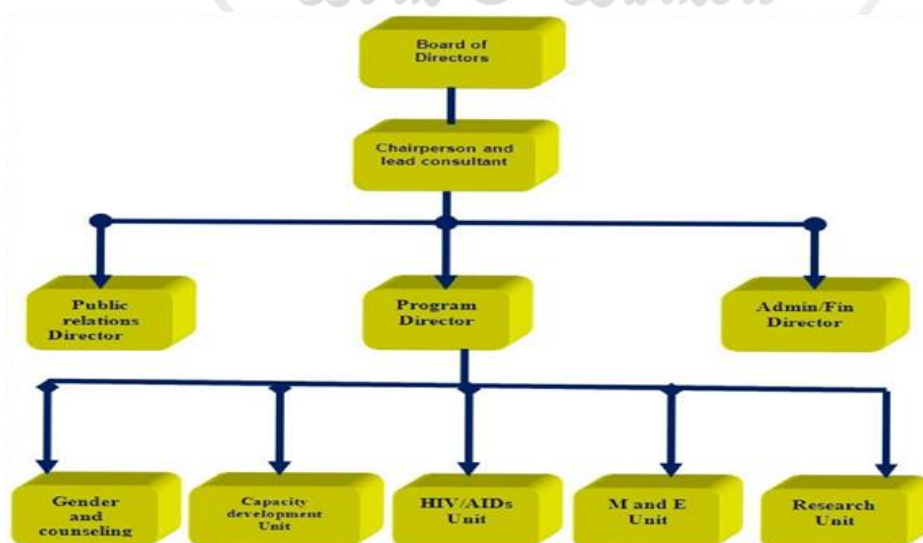


Government & Provincial Bodies Services

Through the provincial legislature, the provincial government has the power to enact or amend laws and programs related to: -natural resources and environment - hospitals -property and civil rights in the province -education -administration of justice -social services The province directly funds or transfers money to ..

Organization Services

Organizers are employed by companies or individuals to clean, arrange, and tidy their workspaces or homes. They work with clients to implement of client organizational systems and processes andto identify areas for improvement





HR office Staff (office Assistant)

- ❖ Typical responsibilities include: answering telephones; responding to inquiries via phone, in-person, or via email; routing calls to appropriate staff; performing records maintenance; sorting and distributing mail; running reports; and, performing other support functions as necessary.

Computer and Data Operator

- ❖ Prepares, compiles, and sorts documents for data entry. Verifies and logs receipt of data. Transcribes source data into the required electronic format. Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners.



School Staff for all Boding School

- ❖ provide consistent and firm guidelines and rules regarding student behavior. teach and model pro-social behavior since these are important as the teaching of academic subjects. display diligent and impartial behavior when supervising students. participate in the development of a school safety plan.





Translator Staff English, Chinese, Japanese

- ❖ Reading documents.
- ❖ Writing and editing copies.
- ❖ Using software and bespoke applications to upload content, if required by a client, preparing summaries.
- ❖ Consulting with experts in a specialist field, if required, developing contacts and building relationships with clients



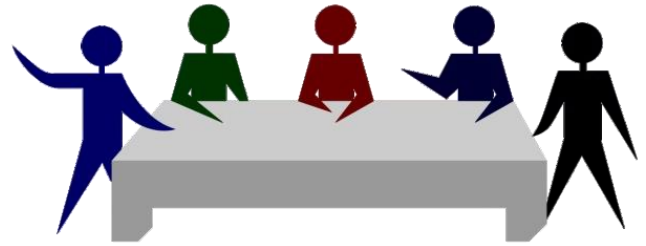
Accountant Cashier Account Management Staff

- ❖ Pay and account for claims to staff. Processing payroll, cash advances, staff claims, and daily entry of receipts including cash, debit memos, advances and bank transfers. Daily checks and reconciliation of cash boxes and unbanked receipts and weekly bank reconciliation checks.

Cook (Male Female) Kitchen Helper Staff

- ❖ Lead, mentor, and manage culinary team. Develop and plan menus and daily specials. Create prep lists for kitchen crew.
- ❖ Manage food costing and inventory.
- ❖ Maintain standards for food storage, rotation, quality, and appearance. Ensure compliance with applicable health codes and regulations.





All Companies Staff Pvt. Ltd & Multi National Int. Com

- ❖ Guide to company management structure including roles and responsibility of ... case of a Limited Company; Two directors in the case of a Private Limited Company ... company reduce its legal risks by advising the company and its employees or ... General Managers – In an of cero factory may hire a general manager to Multinational 5 Star Hotels all Staff

Multinational 5 Star Hotels all Staff:

- ❖ Responsibilities vary but may include: cleaning and maintaining the appearance of the public areas of the hotel, deep cleaning of assigned areas, setting-up and maintaining complimentary hotel lobby functions including the coffee service and nightly concierge events, cleaning and setting-up meeting room functions, ...



Cock (Male+Female) Kitchen Helper Staff

- ❖ Call Center Agent Job Responsibilities:
- ❖ Obtains client information by answering telephone calls; interviewing clients; verifying information.
- ❖ Determines eligibility by comparing client information to requirements.
- ❖ Establishes policies by entering client information; corning pricing.





Management Staff:

- ❖ Staff managers are responsible for keeping staff engaged, motivated and involved. They often handle many of the same tasks, regardless of the industry in which they work. Some of their primary responsibilities include: Interviewing and hiring employees and ensuring they're properly trained.

Office Coordinator Staff:

- ❖ Organizes relevant office events. Communicates with staff for the purpose of ordering of office supplies and planning of meeting rooms. Oversees property management services, including maintenance of building and ordering proper janitorial supplies. Responsible for incoming and outgoing mail.



Marketing staff for all companies' salesman etc.

- ❖ The Role of a Marketing Department
- ❖ Dealing and managing your brand. ...
- ❖ Conducting campaign management for marketing initiatives. ...
- ❖ Producing marketing and promotional materials.
- ❖ Creating content providing search engine optimization for your website. ...
- ❖ Monitoring and managing social media. ...
- ❖ Producing internal communications. ...
- ❖ Serving as media liaison.





Door to Door Marketing and Sailing Staff

- ❖ Responsible for going door-to-door and selling merchandise or services. Sets up and demonstrates product, negotiates sale, and completes paperwork. May check up on clients repeatedly.

HR Office Staff (Office Assistant)

- ❖ Typical responsibilities include: answering telephones; responding to inquiries via phone, in-person, or via email; routing calls to appropriate staff; performing records maintenance; sorting and distributing mail; running reports; and, performing other support functions as necessary.



Computer and Data Operator

- ❖ Data Entry Operator Job Responsibilities:
Prepares, compiles, and sorts documents for data entry. Verifies and logs receipt of data. Transcribes source data into the required electronic format. Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners.





School Staff for all boding School:

- ❖ Staff who are responsible for the welfare of pupils during break, lunchtime and outside school hours and staff who assist pupils with social, emotional and behavioral difficulties and careers advice.

Staff who ensure a clean, safe and tidy school environment and provide meals at lunch time.



Translator Staff (English, Chinese, Korean):

- ❖ Reading material and researching industry-specific terminology. Converting text and audio recordings in one language to one or more others. Ensuring translated texts convey original meaning and tone.



Material Management Staff:

- ❖ Collaborating with other managers to determine supply needs. Purchasing supplies and materials according to specifications. Coordinating and supervise receiving and warehousing procedures.







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We Offer Better to All Organization