



**CONNECT**  
CONSULTANT



**Let's take  
About  
Business**



**One step to  
a successful career**

## **About Us**

**CONNECT Consultant is a company specializing in recruitment, consulting and labor hiring.**

**CONNECT Consultant Company** is specializing in recruitment, human resources consulting and labor hiring. We serve the Egyptian, Foreigners and international market. Connect Consultant is dedicated to designing and providing HR consultation services, recruitment solutions and development programs to meet the specific needs of client organizations.

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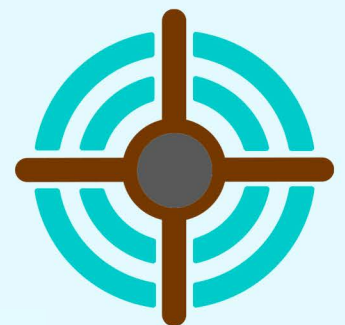
## **OUR MISSION**

We aspire to offer the best quality of our services for local and international organizations



## **OUR VISION**

Recruitment services to the local and international companies utilizing the latest solutions



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### WAY OF WORK

At Profile there're talents, energies & resources

1

#### Defining the problem

Here we reveal the problem, acknowledge its existence, determine its nature & define it

2

#### Problem analysis

Problem analysis is the stage where the negative aspects of a particular situation are identified

3

#### Data collection

At this stage, all data & information that may contribute to understanding its aspects

4

#### Solving the problem

At this stage, we implement all the information to solve the problem

### We strive to anticipate, respond and adapt to changing clients, employees

WE STRIVE TO ANTICIPATE, RESPOND AND ADAPT TO CHANGING CLIENTS, EMPLOYEES, TECHNOLOGIES AND OTHER FACTORS THROUGH CONSTANT EVALUATION AND RESEARCH.

TRANSPARENCY: WE PRIDE OURSELVES WITH A CLEAR AND TRANSPARENT WORK ETHIC TO ENSURE THE TRUST AND CLARITY WITHIN COMMUNICATION BETWEEN OUR CLIENTS AND OURSELVES.

**CONFIDENTIALITY:** ALL PERSONNEL INFORMATION AND DOCUMENTS REGARDING ANY CLIENT ARE FULLY SECURED IN A DIGITAL FILING.

**LAWS:** WE CONTINUOUSLY KEEP OURSELVES UP TO DATE WITH ANY LAWS AND REGULATIONS RELEASED AND FULLY COMPLY WITH THEM.

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## **WAY OF WORK**

**ENVIRONMENT:** WE ARE COMMITTED TO MAINTAINING OUR RESPONSIBILITIES TOWARDS THE HEALTH, SAFETY AND CLEANLINESS OF OUR WORK ENVIRONMENT

## **OUR SERVICES**

**We are passionate about delivering our services to the highest possible standards**

PROFILE COMPANY ACQUIRED THE EXPERIENCE AND DEVELOPED A SYSTEM ENABLING IT TO STAY CONSTANTLY UPDATED WITH THE CURRENT RULES AND REGULATIONS, AND DEVELOP PROCESSES THAT CAN BE APPLIED TO MULTIPLE INDUSTRIES.

THE DIFFERENT SERVICES CAN BE OUTLINED IN THE FORM OF SOLUTIONS WHICH CAN BE BROKEN DOWN AS FOLLOWS:

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## **HR Consultancy Services**



**JOB ANALYSIS**

**-RECRUITMENT**

**-ORGANIZATIONAL DEVELOPMENT**

**-PERSONNEL ADMINISTRATION**

**-PERFORMANCE EVALUATION MANAGEMENT**

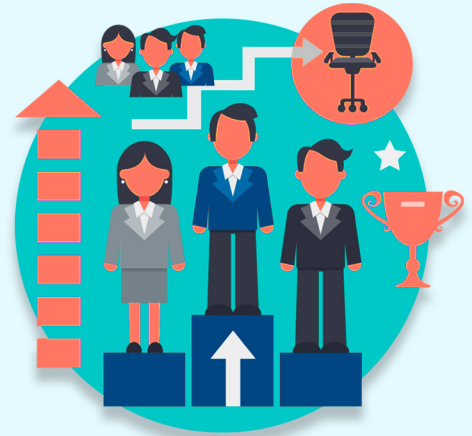
**-HR PLANNING**

**-HR STRATEGIES**

**(ORGANIZATION TRANSFORMATION -CHANGE CONTROL-  
CRISIS MANAGEMENT)**

**-SALARY SURVEY& MANAGING GUIDE**

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### Personnel

- IMPLEMENT THE EMPLOYMENT PROCEDURE IN RELATION TO THE HIRING AND RESIGNATION/TERMINATION PROCESS, TO ENSURE FULL COMPLIANCE WITH THE LABOR LAW AND ORGANIZATIONS POLICIES AND PROCEDURES.
- ASSISTANT THE COMPLETION AND UPDATE OF THE PERIODICAL GOVERNMENTAL FORMS REQUIRED BY THE INSURANCE AND LABOR OFFICES;
- SUPERVISE THE IMPLEMENTATION PROCESS OF THE TIME AND ATTENDANCE POLICY AND PROCEDURES TO MAKE SURE THAT STAFF ARE ALIGNED WITH THE COMPANY AND THE EGYPTIAN LABOR LAW ATTENDANCE REGULATION

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- MONITOR STAFF ANNUAL AND SICK LEAVE BALANCES TO MAINTAIN THE FULL COMPLIANCE WITH THE EGYPTIAN LABOR LAW AND LEAVE POLICY
- ASSIST IN HANDLING THE INTERNAL INVESTIGATIONS WITH EMPLOYEES TO IMPLEMENT THE PROPER DISCIPLINARY ACTIONS IN ACCORDANCE WITH THE LABOR LAW AND INTERNAL POLICIES AND PROCEDURES WHEN NEEDED.
- PARTICIPATES IN DEVELOPING DEPARTMENT GOALS, OBJECTIVES AND SYSTEMS.
- DEVELOPS HUMAN RESOURCES SOLUTIONS BY COLLECTING AND ANALYZING INFORMATION.
- PREPARES REPORTS BY COLLECTING, ANALYZING, AND SUMMARIZING DATA AND TRENDS.

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- PROVIDES SUPPORT TO EMPLOYEES IN VARIOUS HR RELATED TOPICS SUCH AS LEAVES, COMPENSATION ETC. AND RESOLVES ISSUES AND PROBLEMS. - PROTECTS ORGANIZATIONS VALUE BY KEEPING INFORMATION CONFIDENTIAL
- PREPARE ALL PAPERS STIPULATED IN THE 2003 LABOR LAW (PENALTIES, SICK LEAVE, ETC.)
- FOLLOW UP ON ALL EMPLOYMENT CONDITIONS STIPULATED IN THE 2003 LABOR

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### Attendance

- ATTENDANCE MANAGEMENT SYSTEMS ALLOW YOU TO CALCULATE THE HOURS FOR WHICH EMPLOYEES WORK ACCURATELY. THIS IS ESPECIALLY BENEFICIAL IF YOU HAVE EMPLOYEES WORKING ON AN HOURLY BASIS. YOU NEED TO BE ABLE TO CALCULATE THE EXACT WAGES YOU OWE TO YOUR EMPLOYEES. AND, YOU NEED TO KNOW IF YOU OWE OVERTIME WAGES TO ANY EMPLOYEES.
- IF YOU HAVE SALARIED EMPLOYEES, YOU CAN ALWAYS SEE HOW OFTEN EMPLOYEES ARE WORKING. EMPLOYEES CAN RECORD AND DOCUMENT THE TIME BOTH AT AND AWAY FROM YOUR BUSINESS. YOU CAN KEEP A TRACK OF HOW MUCH THEY ARE WORKING, EVEN WHEN YOU DON'T SEE THEM.
- TRACKING EMPLOYEE TIME WILL ALSO LET YOU KNOW IF EMPLOYEES ARE PUNCTUAL. THIS ONLY WORKS IF YOU REQUIRE EMPLOYEES TO DOCUMENT THE EXACT TIME THEY ENTER OR LEAVE. YOU CAN SEE IF AN EMPLOYEE TENDS TO SHOW UP LATE OR SKIP OUT EARLY FROM WORK.

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### Outsourcing

- OUTSOURCING IS OFTEN A MISCONCEIVED CONCEPT, YET OVER THE PAST DECADE IT HAS BECOME AN INCREASINGLY POPULAR SERVICE. MORE AND MORE LOCAL AND MULTINATIONAL ORGANIZATIONS, LARGE AND SMALL, ARE TURNING TO OUTSOURCING AS A WAY TO GROW AND DEVELOP FURTHER. OUTSOURCING IS REFERRED TO AND DEFINED AS; THE PRACTICE OF HAVING CERTAIN BUSINESS FUNCTIONS DONE OUTSIDE A COMPANY INSTEAD OF HAVING AN IN-HOUSE DEPARTMENT OR EMPLOYEE HANDLES THEM. BASICALLY, MEANING PROCESSING A CERTAIN JOB FUNCTION THROUGH A THIRD PARTY. FOR THOSE WHO AREN'T FAMILIAR WITH THE CONCEPT AND TO MAKE THINGS AS SIMPLE AS POSSIBLE, IMAGINE A CHILD GIVES HIS FRIEND A CANDY BAR IN EXCHANGE FOR DOING HIS HOMEWORK, THEREFORE

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## **Reasons to Outsource your HR to Egypt**

REDUCES COST, FOCUS ON YOUR CORE BUSINESS AND GAIN VALUABLE MARKET KNOWLEDGE.

### **Payroll Services**

- PAYROLL RECORDS MANAGEMENT IN LINE WITH EGYPTIAN LEGISLATION.
- REGISTRATION AND DE-REGISTRATION OF EMPLOYEES FROM SOCIAL INSURANCE AUTHORITIES' RECORDS.
- MONTHLY OR WEEKLY PAYROLL CALCULATIONS FROM GROSS TO NET SALARIES BY MAKING DEDUCTIONS AND ADDITIONS THAT EMANATE FROM PENSIONS, BENEFITS, ALLOWANCES, BENEFITS, TAX DEDUCTIONS AND SOCIAL SECURITY INSURANCE.

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- ADVISE ON MATTERS THAT AFFECT TAXATION INCLUDING THOSE AFFECTING TAXABLE AND NON- TAXABLE ENTITIES OF AN EMPLOYEE'S SALARIES.
- PROVISION OF PAYS LIPS TO EMPLOYEES EITHER ELECTRONICALLY OR MANUALLY.
- REPORTS AND RECONCILIATION TO RELEVANT AUTHORITIES INCLUDING FILING TAX RETURNS, INSURANCE POLICIES AND RELEVANT REPORTS TO AUTHORITIES LIKE THE LABOR OFFICE.
- PAYMENT OF SOCIAL INSURANCE AND RELATED COSTS TO THE LOCAL AUTHORITIES ON BEHALF OF CLIENTS.

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## **Recruitment**



- WE SEEK EXCEPTIONAL INDIVIDUALS WHO ARE NOT ONLY ACADEMICALLY EXCELLENT, CONFIDENT AND PROFESSIONAL , BUT WHO HAVE A STRONG TEAM ETHIC AND A GENUINE DESIRE TO DEVELOP THEMSELVES AND HELP OUR CLIENTS ACHIEVE THEIR AIMS. JOB NILE SPECIALIZED RECRUITMENT AND SELECTION PROCEDURES ARE UNIQUE AND UNMATCHED WITHIN THE LOCAL PERSONNEL INDUSTRY. OUR CANDIDATES HAVE PROVEN TRACK RECORDS AND GENERALLY REPRESENT THE TOP QUALIFIED PROFESSIONALS AVAILABLE IN EGYPT. WE PERFORM A THOROUGH AND COMPLETE SELECTION PROCESS THAT INCLUDES IQ, PERSONALITY, LANGUAGE, COMPUTER AND MANAGEMENT SKILLS TESTING AS WELL AS EDUCATIONAL BACKGROUND AND REFERENCE CHECKS AS PER CLIENT'S REQUESTS IN A FAST AND COST-EFFECTIVE MANNER. WE ALSO ENSURE THAT OUR CANDIDATES HAVE ACCESS TO MOST OF THE LEADING JOB OPPORTUNITIES THAT ARISE DUE TO OUR UNIQUE CLIENT RELATIONSHIPS AS MOST OF THESE JOBS ARE HANDLED EXCLUSIVELY BY PROFILE COMPANY

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# EVENT MANAGEMENT



### WHAT IS EVENT MANAGEMENT SERVICES?

EVENT MANAGEMENT IS THE PROCESS OF CREATING AND MAINTAINING AN EVENT. THIS PROCESS SPANS FROM THE VERY BEGINNING OF PLANNING ALL THE WAY TO POST-EVENT STRATEGIZING.

### WHAT ARE THE 5 STAGES OF EVENT MANAGEMENT?

- 5 PHASES OF EVENT MANAGEMENT
- RESEARCH. RESEARCH IS A PHASE WHERE YOU HAVE TO DISCOVER THE OBJECTIVE AND NEEDS OF THE CLIENT . ...
- DESIGN. FOR THIS PHASE , WE NEED TO ASK CLIENT FOR THE THEME OF THE EVENTS . ...
- PLANNING. ...
- COORDINATION. ...
- EVALUATION.



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