

You Do Business, We Do HR

Content

- About us.....
- Our Vision & Mission.....
- Why to outsource HR.....
- Our Services.....
- Our Clients.....
- Contact us.....



About us

We, Apoyo Services (HR Consultancy), established under the laws of Kuwait, aims to provide exceptional HR Services to fulfill the requirements of all our clients. Sourcing the best talent and placing them at the right place is our motto in Recruitments. We support our clients by providing end to end HR services which includes Organizational Development, Job Analysis & Design, Employee Handbook, Procedures & Policy Development, Compensation & Benefits Administration, Salary Grading, Performance Appraisals, Training Needs Assessment, Payroll & End of Service Benefits, etc.

We believe that attracting and retaining the best talent is vital to the success of every organization; therefore, we pay great concern and attention to fill the vacant position with potential candidates.

We offer comprehensive HR Services which helps every Employer an efficient and cost effective HR Systems to support their business.

”We Are Here To,”

1 Risk Management

- Making sure hiring the right person in the right place
- A day without an employee is a loss
- Decrease employees turnovers

2 Efficiency

- Utilizing HR to Maximize output
- Taking over HR tasks to allow top management to concentrate on business improvements

3 Cost Savings

- Outsourcing helps reduce the cost of maintaining nonrevenue generating back office expenses.
- We customize our service and time based on your needs.



Vision & Mission

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Vision:

We continuously strive to become the best source for employment and human resource services. We are dedicated to serve our customers with the highest levels of service, knowledge, professionalism, honesty and integrity.

Mission:

To provide the cost-effective and high-quality HR services to all our clients.

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Our Services

We provide Three different types of HR Services:



HR Outsourcing



HR Consulting



Recruitment & Training

Services

Appgyo



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HR Outsourcing

I Company Structure

- designing Organizational Structure
- Writing Policy & Procedures
- Creating All Job Description
- Occasional Evaluations & Appraisals
- Forms And Templates:
 - Acknowledgment Template
 - Employee Contracts
 - Disciplinary Action Templates
 - Employee Information Template
 - Asset Handover
- All The Necessary Templates To Have A Fully Functional Hr Department

II Employee Service

- Prepare Payroll
- Prepare Leave Payments
- Organize Leave Schedule (To Eliminate Any Duplicates)
- Follow Up With Sick Leaves
- Answer All Queries By Employee Based On Leaves And Payroll Payments

III Employees Services

- Preparing Forms, Such As:
 - To Whom It May Concern
 - Salary Certificates
 - Continues Salary Certificate (English And Arabic)
- Pay-slip
- Book Flights And Hotels At The Best Rates

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HR Outsourcing

IV

Final Settlements

- Indemnity Calculations Based On Kuwait Labor Law.
- Employee Final Settlement Calculation

V

Alerts

- Alerts Will Be Set To Give A (Customizable) Notice Period Before
- The Expiry Dates Of The Following:
 - Company Licenses
 - Fire License
 - Authorized Signatures
 - Employee Work Permit Visa (Residency)
 - Company Salary Certificate
 - Passport Expiry Dates
 - Driving Licenses & Vehicle Registrations Owned By The Company

VI

Reports

- Monthly Leave Reports Monthly Indemnity Report Leave Status For All Employees
- List Of Employees: On Current Leave, On Leave On A Specified Period Of Time Start And End Dates Of Leave Period Employee Visa (Residency) Report (Available To The Pro For Renewal Procedures)



This agreement is made between

(1)

(2)

Agreements

02 HR Consulting Service

Company Structure

- HR Policies & Procedure Framework
- Induction Programs
- Employee Handbook
- Organizational Structure
- Job Analysis & Design
- HR Forms & Templates
- Employment Contracts
- Performance Appraisals
- Setting KPI's
- Bonus Schemes
- Salary Grading & Benefits Structure
- Payroll & End of Service Benefits
- Exit Analysis

Filing System

- Prepare All Employees Full Date
- Finalizing Employee Files

Software & Hardware

- Installing And Implementing Hr System
- Integrating All Data Into The System
- Insuring The Availability Of All Hardware
- Needed To Establish Hr Department

A group of people are working together at a desk. One person is pointing at a laptop screen, while others are looking on. The desk is cluttered with papers, a pen, and a small green object. The background is blurred, showing a bright, sunlit room.

Apojo
Services

03


Recruitment

Recruitment

- Headhunting (approaching candidates in the same industry)
- Market mapping
- Interview and providing detailed feedback on candidates
- Matching the right candidate with the right skills set to the right job
- Searching for and obtaining a pool of potential candidates with the desired knowledge, skills and experience to allow an organization to select the most appropriate people to fill job vacancies against defined position descriptions and specifications.
- To ensure that the best person or people are appointed to the role or roles using effective, fair and equitable assessment activities.

HUMAN RESOURCE REFERENCES

Our Clients in Kuwait/Bahrain/Lebanon

- 
- Lina's Art
 - Café 89
 - Al Zamel & Al Diasti General Trading company
 - La Siesta
 - New Methods Company
 - Seventh Dimension
 - Expert business solution
 - Al-othman & Tabiat Fashion Company
 - Taichi massage
 - Nader salon
 - E-gulf company for general trading
 - Ghader clean



Apoyo

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Our intension is to provide the best quality service in HR and ensure customer satisfaction

Our mutual interest is our main concern, your succession is our succession

Providing whatever it takes to assure success

Talent what diffrenciate you from compeitiors

Employees satisfaction is the main key for business success

Let us worry about the HR Headack

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Apoyo
Services