



# HR Support & Outsourcing Services

Tailored HR Solutions That Drive Business Growth



# Meet Our Leadership Team

**Krish Patel**

Co-founder & CEO



Dynamic visionary transforming how businesses hire, retain, and engage their workforce. With entrepreneurial drive and passion for people-first solutions, Krish builds ecosystems where organizations thrive through empowered employees and innovative HR practices.

**Rakshita Patel**

Co-founder & Strategic Advisor



Bringing 16+ years of HR expertise in driving organizational growth and innovation. A strategic thinker and people champion who excels at building strong teams, shaping culture, and delivering results that empower both businesses and employees.

# About HRK Workforce Solutions

We provide comprehensive end-to-end HR consultancy and staffing services designed to transform your business operations and maximize your human capital potential.

## Who We Are

16+ years of trusted HR expertise in hiring, retaining & engaging people for sustainable business success

## What We Do

Customized HR Support, Compliance Management & Strategic Outsourcing Solutions

## Why Choose Us

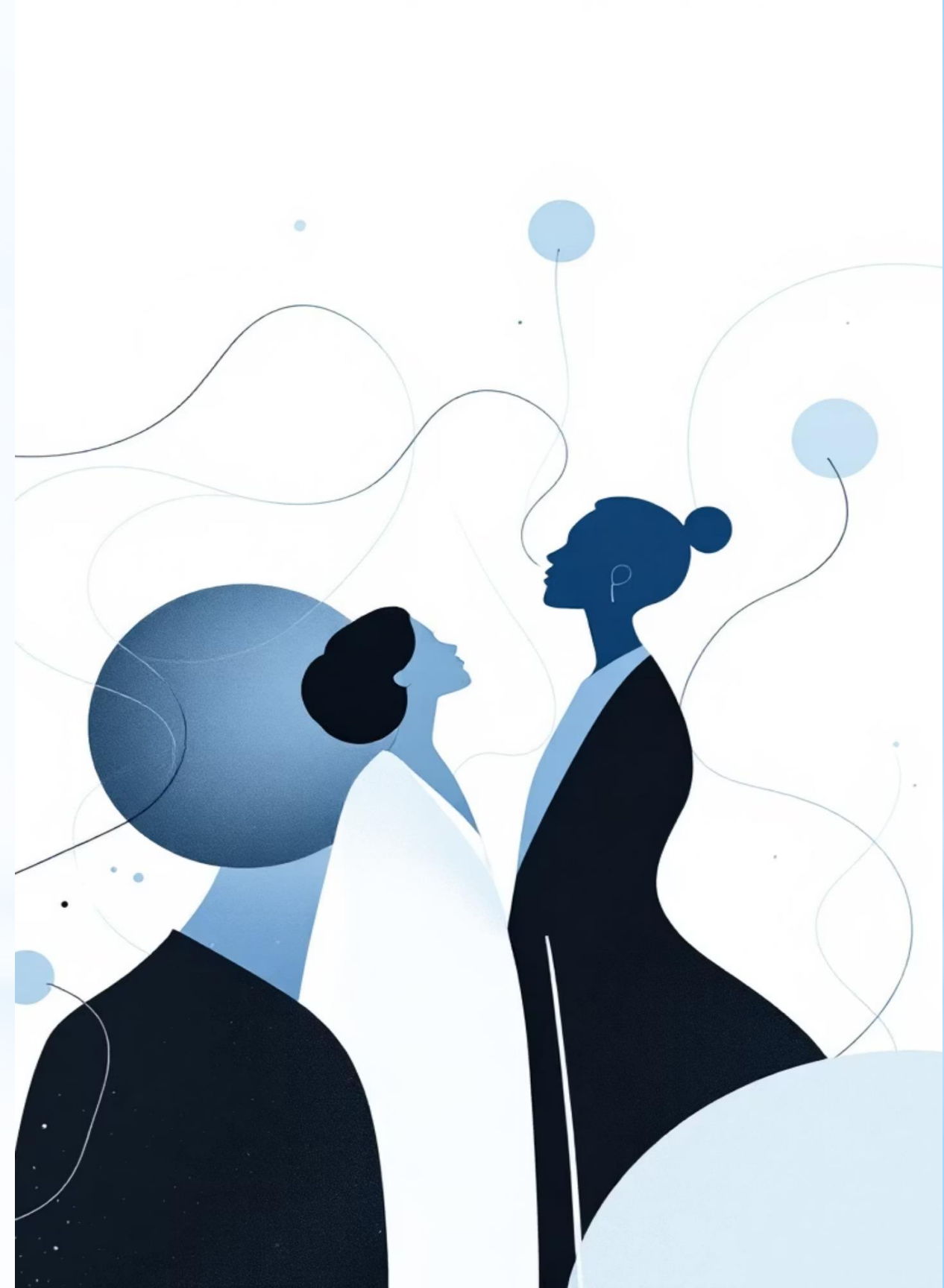
Value-Driven approach with Reliable service and Flexible solutions tailored to your needs



# Our Vision

To be the most trusted HR partner, empowering businesses with innovative and people-focused solutions that drive growth, inclusivity, and sustainable success. We envision a future where organizations thrive through engaged employees and transformative HR practices.

**Our commitment:** Help organizations hire right, retain talent, and keep employees engaged and productive — building a workforce that drives success.



# Our Mission

Our mission is to deliver comprehensive HR solutions that align people strategies with business objectives. We are committed to building a workplace culture where talent is nurtured, compliance is ensured, and organizations gain a competitive edge through effective human resource management.

**Our promise:** To be the trusted HR partner of choice, empowering businesses to grow and people to thrive.





# Our Comprehensive Services



## Recruitment & Talent Acquisition

Strategic hiring solutions that connect you with top-tier talent across all industries and experience levels.



## HR Outsourcing & Payroll

Complete payroll management and HR administrative services that streamline your operations and reduce overhead.



## Employee Engagement

Programs and strategies designed to boost morale, increase retention, and enhance overall workplace productivity.



## Staffing Solutions

Flexible workforce support including field staff, telecallers, and executives tailored to your operational needs.



## Statutory Compliance

Expert guidance ensuring your business stays compliant with all labor laws and regulatory requirements.



## Strategic HR Advisory

Executive-level consulting that aligns your HR strategy with long-term business objectives and growth plans.

# Identifying Your HR Challenges

1

## **Situation 1: No In-House HR**

Your business lacks a structured and compliant HR framework to support growth and manage workforce effectively.

2

## **Situation 2: Junior HR/Admin Present**

You have basic HR support but require expert guidance to execute advanced HR functions and strategic initiatives.

3

## **Our Solution**

We set up, manage, and elevate HR systems to align with your growth goals and business objectives.

# Let's Unlock the HR Solution Designed for You



**No In-House HR?**

*Our Solution:*

**Complete HR Set-Up & Managed HR Outsourcing**



**Junior HR/Admin Present?**

*Our Solution:*

**Outsourced HR & Expert Advisory**



**Expanding Business or Facing HR Hurdles?**

*Our Solution:*

**Strategic HR Consulting & Workforce Solutions**



**Looking to Streamline HR Processes?**

*Our Solution:*

**HR Process Optimization & Policy Design**



**Need Support with Recruitment & Talent Acquisition?**

*Our Solution:*

**Outsourced HR & Expert Advisory**

# Complete HR Solutions for Every Business Need



## **Boost Employee Engagement & Retention**

*Our Solution:* Employee Engagement Programs & Performance Management Systems



## **Struggling with HR Compliance & Legal Requirements**

*Our Solution:* Statutory Compliance Support & Risk Mitigation Strategies



## **Planning for Leadership Development & Succession**

*Our Solution:* Leadership Development Programs & Strategic Succession Planning



## **Need Flexible HR Support on Demand**

*Our Solution:* Part-Time/Project HR & Scalable Outsourced Solutions

# HR Setup

**Building Strong HR Foundations for Long-Term Success**

## **We Hire**

Strategic talent acquisition

## **We Retain**

Employee engagement solutions

## **We Keep**

People engaged & productive



# Complete HR Setup Solutions for Small Business

Everything you need to establish professional HR processes for your growing business - from comprehensive policies to ready-to-use templates and standardized procedures.

## What's Included in HR Set-Up – For One Time Services?

### ➤ **HR Policies (Comprehensive Policy Manual)**

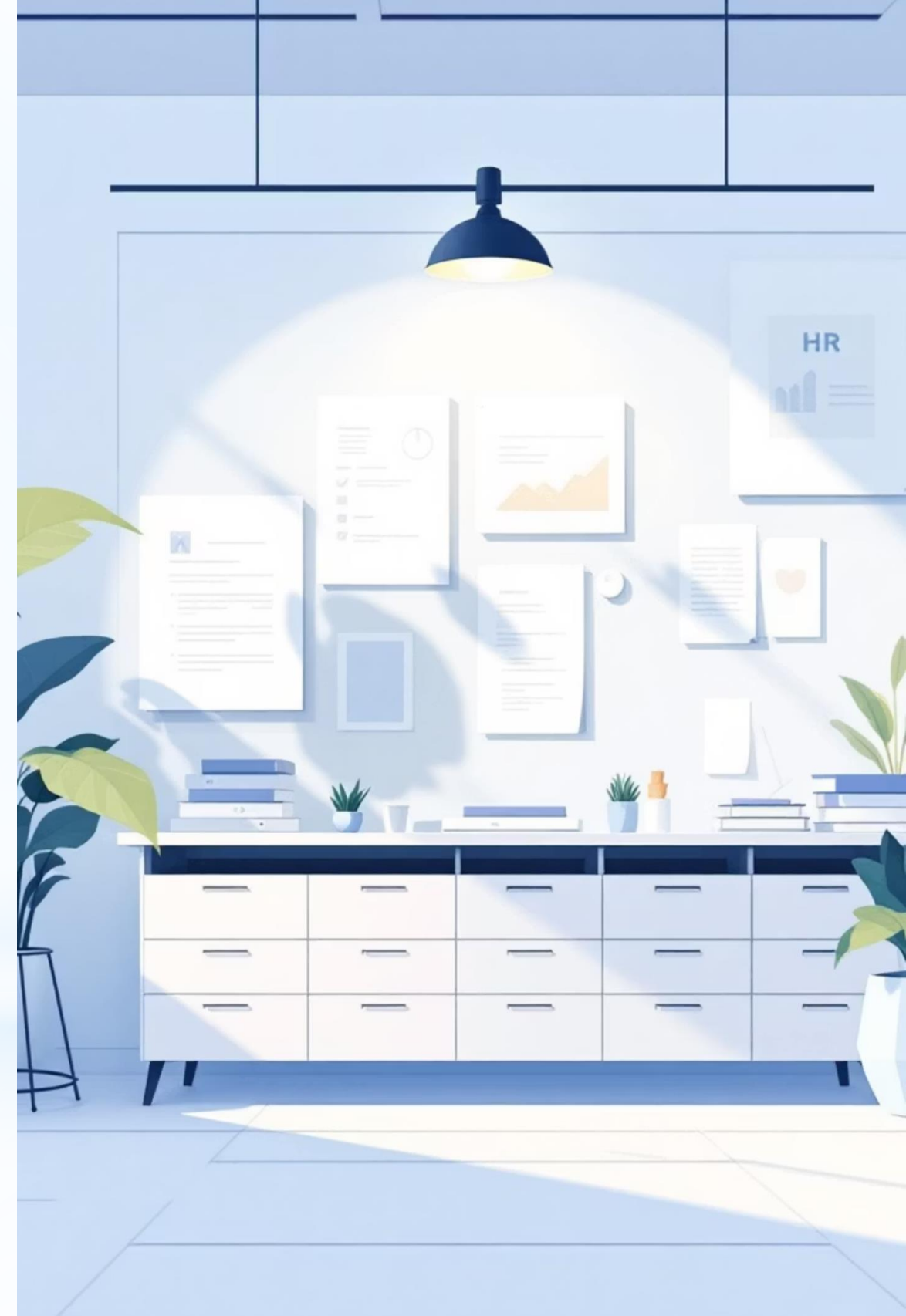
Covering all essential workplace guidelines and procedures

### ➤ **HR Documents**

Ready-to-use templates and formats for all employee communications and documentation

### ➤ **HR Standard Operating Procedures (SOPs)**

Step-by-step SOPs for recruitment, onboarding, performance management, and more



# HR Policies (Comprehensive Policy Manual)

## Foundation Policies

- Company Vision & Mission Statement
- Code of Conduct
- Working Hours Policy
- Dress Code Policy

## Employee Relations

- Leave Policy
- Employee Exit Policy
- Grievance Handling Policy
- Sexual Harassment (PoSH) Policy

Plus additional company-specific policies tailored to your business needs and industry requirements.



## HR Documents (Ready-to-Use Templates & Formats)

### Essential Letters

- ❖ Offer / Appointment Letter
- ❖ Experience / Relieving Letter
- ❖ Warning / Termination Letter
- ❖ Probation Confirmation Letter

### Administrative Documents

- ❖ Promotion / Increment Letter
- ❖ IT Asset Issue Document
- ❖ Internship Certificate / Letter
- ❖ Employee Record Sheet

All templates are professionally formatted and legally compliant, with customizable formats to match your specific requirements.

# HR Standard Operating Procedures (SOPs)

Recruitment & Selection Process

Employee Onboarding

Performance Management System

Training & Development

Payroll Process

Reimbursement Process

Employee Offboarding

Additional standardized procedures covering all aspects of human resource management



**Standard Operating Procedures**

# Outsourced HR & Expert Advisory

One-to-One HR Expertise, Customized for You.



**We Hire | We Retain | We Keep – People Engaged & Productive**

## Flexible HR support – delivered the way your business needs it.

HR support delivered exactly the way your business needs it - whether remote, hybrid, or onsite.

### Remote HR Support

- ✓ Manage daily HR operations virtually
- ✓ Monitor policy adherence & compliance online
- ✓ Handle complete employee lifecycle (onboarding to exit)
- ✓ Payroll, leave & attendance management via cloud systems
- ✓ Virtual employee engagement & performance tracking
- ✓ Remote recruitment, induction & training support

### Hybrid HR Support

- ✓ Remote handling of routine HR tasks (payroll, compliance, documentation)
- ✓ Onsite presence for sensitive or critical requirements
- ✓ Employee engagement activities (virtual + in-person)
- ✓ Performance management with blended tools
- ✓ Recruitment drives, induction sessions & training conducted both online and offline

### Onsite HR Support

- ✓ Dedicated HR presence at your workplace
- ✓ Full management of HR operations & employee lifecycle
- ✓ Direct oversight on policy adherence & compliance
- ✓ Face-to-face employee engagement & performance management
- ✓ Onsite induction
- ✓ Seamless coordination with leadership and employees

# Strategic HR Consulting & Workforce Solutions

Transforming HR into a driver of business growth.



**We Hire | We Retain | We Keep – People Engaged & Productive**

## Strategic HR Consulting & Workforce Solutions

- ❖ Workforce Planning & Optimization
- ❖ Employer Brand Strategy & HR Digitization
- ❖ Leadership Excellence & Organizational Growth
- ❖ HR Compliance & Risk Mitigation



## Strategic HR Consulting & Workforce Solutions



**16+**

Years of Experience

**10+**

Industries Served

**99%**

Client Success Focus

Trusted HR Expertise | Scalable Solutions | Compliance with Confidence

# Ready to Transform Your HR Operations?

Contact HRK Workforce Solutions today to discuss how we can streamline your HR processes and drive business growth through strategic workforce management.

thank  
you



Email

[info@hrkwfs.com](mailto:info@hrkwfs.com)

Get personalized HR solutions for your business



Phone

+91-92745 55841

Speak directly with our HR experts



Website

[www.hrkwfs.com](http://www.hrkwfs.com)

Explore our complete service portfolio



LinkedIn

<https://www.linkedin.com/company/108490433/admin/dashboard/>

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