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Business Profile

Table of Contents

Company Overview

About Us

Our Statement

Our Customers

Sectors We Serve &

Manufacturing

Plantation

Construction

Services Sector

Payroll Solutions

Our Payroll Solutions

The Features of Our Payroll System

Manpower Outsourcing

About Our Manpower Outsourcing Business Process

Our Manpower Services

Categories of Workers

Legal Formalities

COMPANY OVERVIEW

H & R Skills Sdn Bhd was established in 2005 with services range from payroll solutions to HR consulting engagements and Manpower Outsourcing.

During the last few years of experience in Human Resources specialization, H & R Skills Sdn Bhd has gained good reputation in the outsourcing industry for being responsive, honest, efficient, and customer friendly. We understand that our clients are our biggest asset and strength. As an organization that is committed in recruitment and job placement, we believe that our clients' needs and expectations for strong workforce must be met with equally professional and uncompromised delivery of service.

We achieve this with our high standard of ethics by delivering carefully selected skilled and quality foreign candidates. Our human resource consultants have a clear understanding of the technical and business aspects of our clients' businesses and ever ready to listen and get acquainted with our clients to ensure our business objectives are always met.

ABOUT H & R SKILLS SDN BHD

H & R Skills Sdn Bhd core business is to provide manpower outsourcing to various industries in Malaysia. Human resources and payroll solutions is another important area of our expertise.

H & R Skills Sdn Bhd takes charge in consulting companies that in need for manpower. We can best advice to Employers on how to increase their chance of a successful application. We employ the industry experts who are well versed with Malaysian employment laws and employers recruitment policies. We offer consultation service that covers the entire process of dealing with both employers and foreign employees.

Our area of expertise include consulting future employers, interviewing and screening foreign employees, prepare documentations related to government agencies such as Immigration Department and to get medical certification from FOMEMA. Our in-depth understanding of local immigration laws, regulations, policies and procedures are definitely your advantage for reliable source of employees. In brief, our services cater a complete cycle of recruitment of foreign workers to work in Malaysia

H & R Skills Sdn Bhd identifies suitable workers, both semi-skilled and skilled from various countries such as Indonesia, Myanmar, Vietnam, Nepal, Cambodia to work in sectors approved by Kementerian Hal Ehwal Dalam Negeri. We have the best talents who are suitable to work in construction, services industry, manufacturing, plantation and agricultural sectors in Malaysia.

OUR STATEMENT



01

Mission

H & R Skills Sdn Bhd continue to enhance effectiveness and capability to provide excellent customer services by recruiting, developing, constructive performance and conduct management, consultation, and supervisory/ Management training and development, serving customers need through collaboration, proaction, labor-management partnership and innovation.



02

Vision

We aim to work together in heart, mind and action. We would strive to achieve the excellent position in the industry by becoming the best company to outsource your human resources needs.



03

Corporate Governance

We take an interdisciplinary approach to provide our clients with services by combining the skills of subject matter experts, experience in HR solutions and complex remediation methodologies.

OUR VALUED CUSTOMERS

Our customers are our valuable asset. H & R Skills Sdn Bhd would like to thank you, our valued customers for the continued trust you have put in our services. Our ongoing success relies on the loyalty and support of customers like you. We look forward to an enjoyable business experience with you. Let us reassure you again of our commitment to serving you with courtesy and respect for many years to come.



SECTORS WE SERVE



For over 15 years, H & R Skills Sdn Bhd has developed time tested solutions and answers impacting organizations in today's ever changing world of work in various sectors. Our sectors penetration is not limited to just one but we cover most of industries within particular sectors to provide the total HR solutions that you need. We assist candidates with documentation like visas and work permits. We also offer a comprehensive insurance coverage, including healthcare and emergency policies. During every step of the process, our team of experienced professionals will treat your information with the utmost care and confidentiality.

01

MANUFACTURING

Manufacturing is the largest sector in need for foreign labours in Malaysia. Electric and electronics, plastic, metal, garment and automotive industries are actively require steady supply of manpower throughout the year. The workers are mostly sourced from Bangladesh, India, Nepal, Vietnam and Indonesia. Between years 2005 and to-date, around 48% of total foreign workers in Malaysia were recruited in manufacturing sector.

In order to meet the needs of employers, we have increasingly expanded our scope with diversity categories such as electronic industries, chemical industries, energy industries, textile industries, food and beverage industries, metalworking industries, plastic industries and so on to meet the demand of manpower supply.

02

PLANTATION

Plantation is the 3rd largest sector in terms of employing foreign workers in Malaysia. The requirement for these workers usually come from vegetable and flower farming, palm oil estates, tea plantations and rubber and latex industries. The Ministry of Home Affairs listed 2 million migrant workers from 15 countries of origin as being employed in Malaysia in 2018. Indonesia, India, and Nepal contribute most of the workers to this sector.

We've been recognised by many plantation related organizations to have identified, screened and recruited with success perfect match workers to work in their plantation based industries. Our selection of plantation workers ensure that all recruiters are skillful and comply with accepted local ethical standards.

SECTORS WE SERVE

03

CONSTRUCTION

With current massive real estate boom in Malaysia, construction industry stood as the 4th largest sector requiring for foreign labour supply. Housing development, overhead and underground cable laying, road building and architectural projects are constantly supplied with workers mainly from Indonesia, Thailand, Vietnam, Myanmar and India. The construction industry contributed 5.9 % to the GDP in 2017, while total industry growth for the year stood at 6.7 %.

H & R Skills Sdn Bhd is a leading recruitment agency in the construction sector covering the whole of Malaysia. We have the expertise knowledge and resources available to provide a wide range of construction workers supply solutions to clients across the country. Our flexible, professional approach and professionalism allow us to source for suitable candidates to medium and large construction companies within the industry.

04

SERVICES SECTOR

This is the 2nd largest sector, with the demand coming mainly from facilities cleaning, restaurant, tonsorial, laundering and domestic outlets. In the Eleventh Malaysia Plan, 2016-2020, the services sector will continue to be the primary driver of the economic growth. The services sector is expected to grow at 6.8% per annum and contribute 56.5% to the GDP in 2020, and provide 9.3 million jobs.

H & R Skills Sdn Bhd is a well known and reliable manpower service providers in Malaysia. With our global recruitment network, we have the capability to provide expat professionals with outstanding knowledge and experience, based on the client requirements. Our complete support offering also includes payroll and billing services. Our years of experience means we have a thorough understanding of regional payroll requirements, including tax compliance for national and expat employees.

PAYROLL SOLUTIONS

Employees are the biggest asset in any organization. Payroll is the biggest task that any organization with sizeable workforce needs to endure, month in month out.

Running an error free and timely payroll process is such an uphill task and diligent attention is one area that often neglected. H & R Skills Sdn Bhd is the answer if you are more concerned about cost effective, time saving solution.

As payroll management becomes increasingly tedious and time consuming, we offer our high level expert service to solve the most taxing part of your business non-revenue operation. With our cutting edge payroll solution, you are eliminating your resources that drain your revenue. When you engage us to manage your payroll, you have all the payroll tasks and human resources issue readily taken care of.

We use the most advanced payroll software that was designed to the local employment environment.

Why Choose Us

01

Save time on payroll processing

Delivering specialized staff outsourcing services to all types of organizations, from startups to globally established brands. Our core solution is to provide timely and effective payroll processing to companies in Malaysia to meet short, medium or long term staff payroll preparations.

02

Confidentiality and privacy assured

Confidentiality obligations are a fundamental part of all outsourcing. We implement internal policies and security in order to ensure compliance, protect confidentiality and privacy of our clients. We consider it is our responsibility to provide our clients with reasonable protection in respect of the personal data protections.

03

Manage Overhead Costs

Organizations under pressure to keep overhead costs low also face demands to increase resources to improve quality and customer service. We are here to reduce your costs to the lowest possible appropriate by lessen your overall payroll processing. You don't need to do everything in-house, just outsource the tasks to us.

THE FEATURES OF OUR PAYROLL SYSTEM

- ☐ Company Management
- ☐ Report Generator
- ☐ Multiple User & Network access
- ☐ Auto-Bank Diskette Submission
- ☐ Real-Time Data Update
- ☐ Audit Trail
- ☐ User definable Overtime & Shift rates
- ☐ Online Web Banking
- ☐ Monthly/Daily/Hourly Payment
- ☐ Service Point
- ☐ Salary Prorate for Newly Joined/Resigned
- ☐ Auto EPF, SOCSO, TAX computation
- ☐ Bonus Computation, Gratuity, Voluntary EPF
- ☐ Leave Management
- ☐ VADS & EDI Ready
- ☐ Government Reports & Diskettes
- ☐ Foreign Currency
- ☐ Data Import & Export Feature
- ☐ Management Reports
- ☐ E-mail Pay Slip

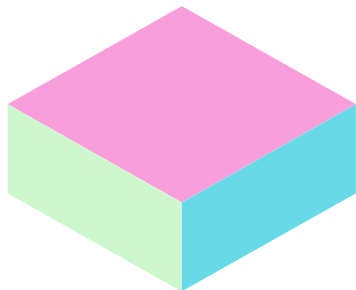
ABOUT OUR MANPOWER OUTSOURCING

With H & R Skills Sdn Bhd, future employers can consider reducing and controlling indirect costs by outsourcing specific areas of workforce to us. H & R Skills Sdn Bhd could be the partner in your organizational strategizing policy. H & R Skills Sdn Bhd provides outsourcing in the following areas :

01

Business Process

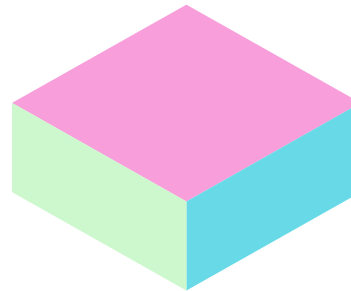
Our rigid selection process ensures that our clients get the most desired workforce to continue operating their business without any unwanted disruptions. The entire selection and recruitment procedure are handled by us entirely where the team of professional experts takes responsibilities in providing you with the best work force as your working culture demands.



02

Employee Selection

- ☐ Manpower Sourcing
 - ☐ Pre –Screening
 - ☐ Final interview
- ☐ Medical Check-up includes HIV/AIDS Test, Blood test, Chest X-ray, Urine & Stool Test or any other kinds of examination that might be specially requested by the client.
- ☐ Training, Education & Orientation
- ☐ Follow Up Feedback from client

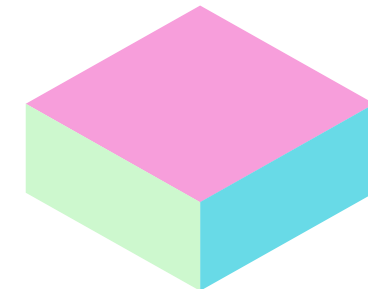


03

Facilities

As a responsible recruitment company, we provide the employees with a conducive working and living conditions. Below are some of the features we offer to our foreign workers :

- ☐ Training
- ☐ Morning Briefing
- ☐ Accommodation
- ☐ Transportation
- ☐ Healthcare - Panel Clinics & Hospitalization Follow Up
- ☐ Safety Gear (safety helmet, gloves & boots)



OUR MANPOWER SERVICES

Direct Outsourcing

- ☐ Payroll management
- ☐ Knowledge Base Workers
- ☐ Manpower sourcing – Foreign or Domestic
 - ☐ Documentation – Immigration
 - ☐ New application – KDN
- ☐ Immigration one to one replacement application
 - ☐ Appeal for rejected application
- ☐ Fetching workers from the airport to employer
 - ☐ Foreign interpreter available
- ☐ Re-entry old worker arrangement
 - ☐ Bank guarantee arrangement
 - ☐ Registration with FOMEMA
- ☐ Renew work permit and passport
- ☐ Send back worker- check out memo, air ticket, transportation
- ☐ Provide free foreign worker counseling and consultation



Foreign Workers Solutions

As a responsible recruitment company, we provide the employees with a conducive working and living conditions. Below are some of the features we offer to our foreign workers :

- ☐ Skilled workers, semi-skilled workers and non-skilled workers
- ☐ All workers are strictly selected to ensure quality and
- ☐ competence workers
- ☐ Recruitment of workers based on client's demand and
- ☐ requirement
- ☐ Provide discipline, honest, obedient and hardworking foreign
- ☐ workers
- ☐ Arrange for foreign workers in the shortest period as possible

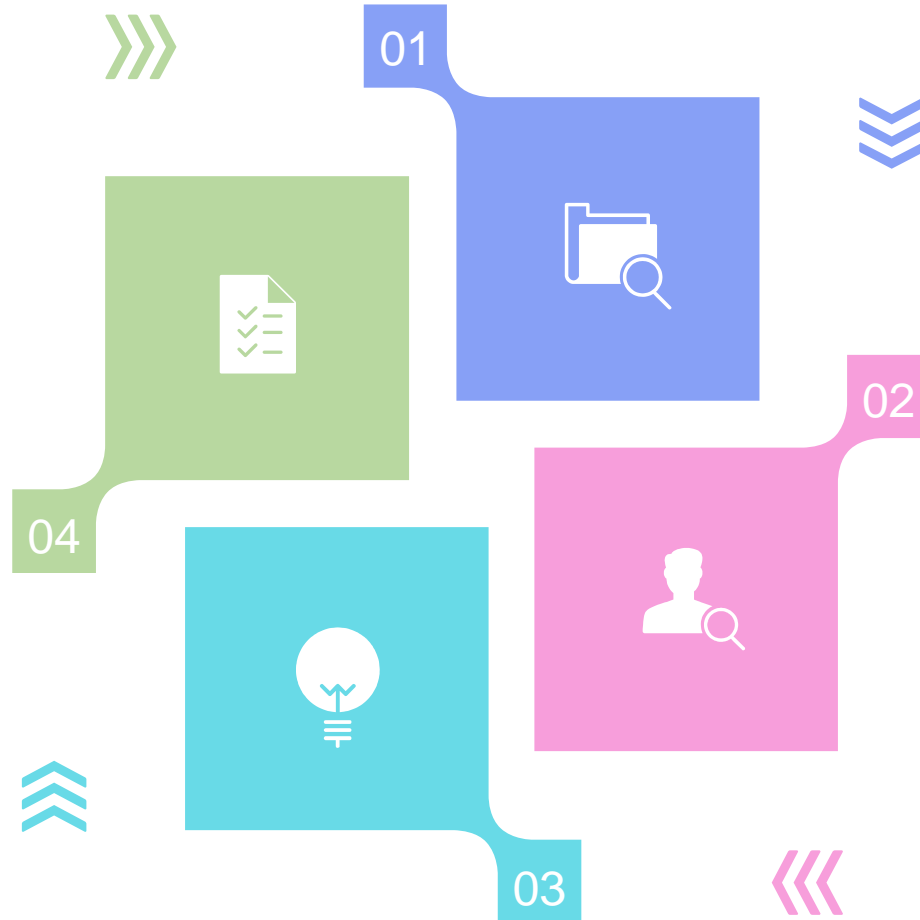
CATEGORIES OF WORKERS

Technical

- ☐ Engineers
- ☐ Mechanical
- ☐ Software
- ☐ System Analyst
- ☐ System Developer
- ☐ Web Designer
- ☐ System Programmer
- ☐ Graphic Designer

Mechanical

- ☐ Heavy Duty Mechanic
- ☐ Diesel Mechanic
- ☐ Light Duty Mechanic
- ☐ Auto Petrol Mechanic
- ☐ Auto Painter
- ☐ Body Repairer
- ☐ Welder
- ☐ Tyre Repairer



Unskilled Workers

- ☐ General Workers
- ☐ Gardener
- ☐ General Labour
- ☐ Construction Labour
- ☐ Cleaner
- ☐ Sweeper
- ☐ Plantation Worker
- ☐ Store Keeper
- ☐ Security Personnel
- ☐ General Maintenance

OUR MANPOWER SERVICES



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