



# COPIOUSMINDS

WE ARE EXPERT RECRUITMENT & STAFFING  
WE HELP SERVE YOUR CLIENT!

## Operations Office:-

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## ABOUT US



CopiousMinds is an integrated HR service organization and is leading corporate across different industries.

We have an established client base pan India & across globe who makes use of our HR services. The services include executive search, contractual staffing, payroll processing, hr outsourcing and screening and verifications.

We at CopiousMinds are committed to provide high-end consultancy services to our esteemed clients.

We focus our commitment by contributing to our society in terms of providing jobs to potential job seekers in the market, generating awareness and providing customized solutions to Corporate Houses.

### **OUR VISION:**

To add value to our client organizations by identifying their Human Resource needs as and when required by them.

### **OUR MISSION:**

CopiousMinds dedicates to providing services with highest professionalism, commit ourselves to total quality, with never ending improvement to meet and exceed the expectations of our clients.



## WE OFFER



### 1. RECRUITMENT

Recruitment is a major service of CopiousMinds, making us the preferred choice of business houses for manpower selections in diverse functions and levels, with excellent track records of top-end placements throughout the country. CopiousMinds has developed systems for identifying and recruiting people, making the placements quicker and easier, thus resulting in the selection of right persons according to client's requirements and within the stipulated time.

CopiousMinds services companies from various sectors like IT, ITES , pharma, bpo, fmcg, automobile, telecom, manufacturing, banks, retail, textile and logistics.

CopiousMinds provides pre-screened profiles based on your specific requirements within a short time frame. Our elaborate selection process ensures a high hit ratio.

- We take efforts to understand the company
- Requirements are understood in great detail in terms of qualification, years of experience, Essential skills, preferred skills, compensation and job profile.



- Shortlist candidates with the relevant skills either through our vast database or networking with the help of our trained recruiting staff speak to the candidate about the company and job profile
- Facilitate meetings with the selected candidates
- Co-ordination from candidate counseling, offer letters, negotiations, till the candidate joins.

## 2. EXECUTIVE SEARCH

Executive Search (Senior and Middle Management Mandates)

CopiousMinds, does a mandate search on candidates with specific skill sets and expertise levels based on very specific criteria laid down by the client. This service is essentially provided for middle and senior management position. This service is conducted in strict confidence and in an extremely discreet manner, providing both the client and candidate with an unmatched experience.

- CopiousMinds is retained by the Client to search for specific profiles
- A Non Disclosure agreement is signed where required
- Client's profile is studied in depth and presented to the management



- The specifications for positions and compensation packages are elaborated, often with our help
- Candidates are identified from specific companies, and spoken to about the profile and company without revealing the name of the client.
- Interested candidates are profiled and interviewed by us.
- Short listed candidates are then presented to the client with our specific

### 3. RPO RECRUITMENT PROCESS OUTSOURCING

CopiousMinds , partners with it's clients to provide complete end to end recruitment solutions. We function as an extended arm of the client completely handling their recruitment, while the client concentrate on their core competencies. The gamut of services is huge some or all of the services mentioned may be utilized by the client. Often we work on an SLA model which not only saves money for the client but also ensures efficiency in the process.

- Decide the manpower requirements with client
- Define roles and compensation packages
- Media and layout plan for recruitment advertisements

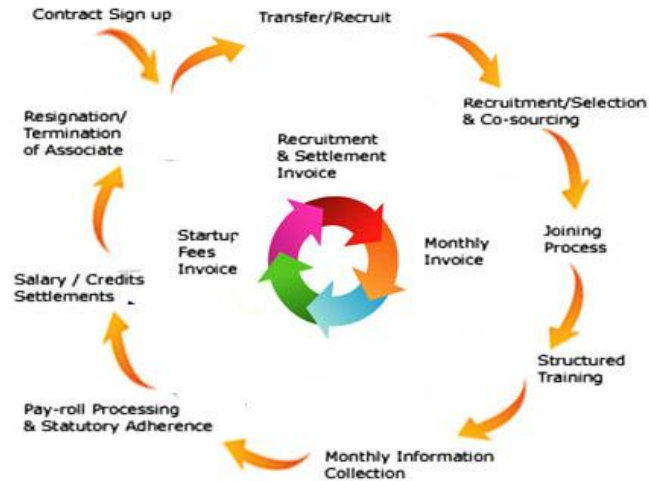


- Process the advertisement response
- Onsite Deputation at the client premises
- Present only short listed candidates to clients
- Facilitate the process of the candidates joining the client

#### 4. CONTRACT STAFFING

CopiousMinds offers Contract Staffing services to organizations

Contractual Staffing Process Cycle



## 5. PAYROLL PROCESSING

Our payroll solutions ensure that your payroll needs are met on time, every time, which improve productivity and simplify administration. We manage the time-consuming tasks of payroll processing and employee tax



calculation and filing so you can focus on your business. You can also be confident that your data is safe and secure.

## 6. HR OUTSOURCING

When choosing to outsource whole human resources, we realize that trust is a critical factor. We feel that by choosing CopiousMinds you will add value and save cost. We rapidly learn your objectives and establish a plan that will meet those objectives. If you are considering outsourcing all or part of your human resource function. We would be happy to provide you with the details and benefits of HR outsourcing.

## 7. SCREENING & VERIFICATION

Pre-employment screening from CopiousMinds are your source for the most professional employment background check and reference checking services . We help in proving :-

### **Professional Verification**

- Dates of employments
- Employment gaps





- Last position held
- Reasons for leaving
- Punctuality
- Interested candidates are profiled and interviewed by us.
- Salary
- Any warnings or notices against the employee
- Consistency in employment
- Work performance
- Character
- Integrity

#### **Educational Verification**

- Degrees earned
- Type of Degrees earned
- When the Degrees are earned
- Duration of Degrees
- Degrees in progress
- Authenticity of Certificates and marks obtained



## INDUSTRIES

1. SOFTWARE SERVICES
2. ITES/KPO/BPO/.COM
3. BFSI
4. ENGG/INFRASTRUCTURE
5. RETAIL
6. HOSPITALITY
7. MEDIA
8. ADVERTISING
7. ENTERTAINMENT



*Thank  
you*

