



پرومپٹ  
خدمات الإدارة  
خدمات التوظيف



**PROMPT**  
MANAGEMENT SERVICES  
*Recruiting Relationship*

Regn. no.: 0588/MUM/PER/1000+/ 5/5438/2000

# Company Profile

We would like to introduce Prompt management as a main manpower recruitment specialists having workplaces in India (Mumbai). Prompt Management is licensed through the ministry of external Affairs Government of India.

We serve as a one point window for our customers to fulfill their manpower requirements via set off control. This makes us the favored and relied on consultant of our customers for his or her requirements of expert, professional, semi-skilled and unskilled employees across various industries.

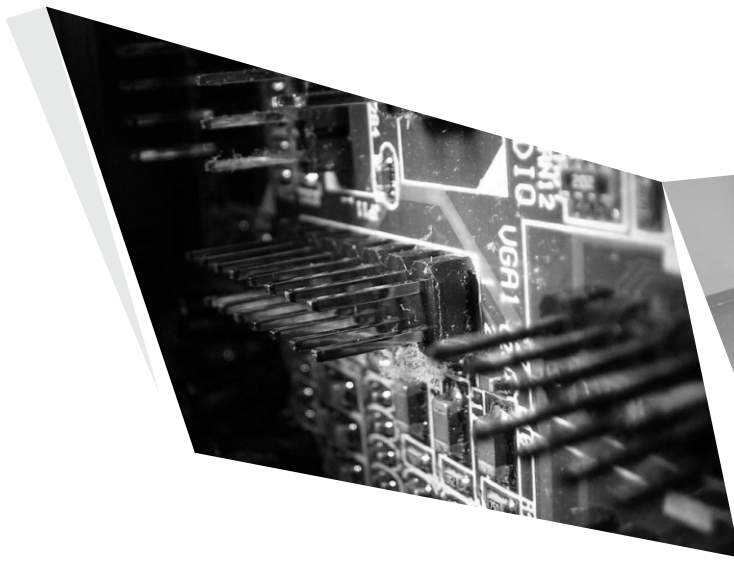
Prompt management is staffed by rather successful people nicely skilled in technical as well as administrative features, both in India and abroad. With several years of overseas enjoy, our employees understand the significance and urgency of Foremost's necessities and are higher located to reply efficiently and correctly.

Prompt Management is devoted to presenting quick and green service to meet your needs, be it for one or a thousand candidates. we have a devoted method towards your manpower needs- to completely recognize your requirement, source the fine candidate for the job after which to ensure that they begin their process on the earliest. We don't forestall there- we cross one step in addition to examining your pride with the employee and vice-versa on a persistent basis, hence we're committed to head the extra mile to count on responsibility for the fit, towards both our consumer and candidate. it is this commitment, integrity towards candidates, and expert technique that has earned us a name in the enterprise as a professionally controlled Recruitment agency, with an exceptional reputation and long-status.

## We're right here to help you improve Your business

Prompt Management is a global recruitment business enterprise that specialises inside the placement of candidates in everlasting, contract and interim positions with customers across the world. We've a leading presence in many key markets that provide the capacity for future increase, as properly people with a modern-day need for expert recruitment requirements. Our tune record of managing a hit worldwide recruitment drives, both on a everlasting and temporary basis, for the duration of a number of extraordinary sectors and across many geographical regions demonstrates our expertise inside the industry.





## OUR MISSION :

To serve as the favored issuer of superior, effective staffing answers. constructing on our way of life of professionalism and personal contact, we're devoted to creating a really perfect healthy among the right task and the proper candidate through accountable, timely and sincere services.

## OUR VISION :

To be a recognized leader in Human resource services inside the home and worldwide market, renowned for operational excellence and global-magnificence offerings. We aspire to be the trendiest, innovative and dependable partner to our clients, maximum relied on jobs provider to our candidates and an empowering, enthusiastic and enriching place of job to our employees.

## CHAIRMAN MESSAGE

PROMPT MANAGEMENT SERVICES was created with a vision to attain global leadership in the sphere of placements and manpower supply. It is our constant endeavor to deliver services par excellence while achieving client satisfaction to the highest level. All this has been possible through an emphasis on quality, efficient use of carefully designed systems and processes and a deep regard for ethics, values and team spirit.

It has grown to become one of India's leading placement agencies and is proud to be servicing some of the world's major conglomerates like Kent Group, Bechtel, Fluor and Reliance to name a few.

In these times of ever changing worldwide economic dynamics, PROMPT MANAGEMENT SERVICES stands out as being able to supply quality manpower from India within the right time frame and within the client's budget. Capitalizing on the wealth of talent India has to offer in all categories of employment from semi-skilled to highly qualified professionals, PROMPT MANAGEMENT SERVICES has delivered and continues to deliver both efficient and cost effective services to companies in Building Construction, Oil & Gas, Power, Refinery and Infrastructure industries.

Always prepared to face a challenge, PROMPT MANAGEMENT SERVICES has grown through the perseverance and tireless efforts of our dedicated staff in offices all over India and the goodwill of our worldwide client base and the candidates we have placed. Our passion to excel in manpower supply continues to drive us to even higher goals with a unique blend of operational efficiency and optimum use of technology.

We continue to strive to raise the quality of our services as we innovate, upgrade and expand the scope of our activities both in India and abroad. We remain deeply committed to client satisfaction while always having a deep concern for the safety and welfare of both our staff and all our candidates. It is this unique blend that has contributed to our exponential growth over the last few decades and made us rise above competition as we purposefully march towards our goal of being the best!



# Recruitment Method

Receipt of Mandate / Requirement from the clients along with Demand letter and power of Attorney

POE Permissions for Conducting Interviews and Releasing Print Advertisements



Reselect / Shortlist the application prior forwarding to the client

Arranging interviews with Company Delegates

Conducting Interview / trade test

Final Selection

Reference Check

Complete Medical Formalities



Final Departure to the location

# Prominent Clients

We provide all sorts of Human Resource Consulting Services to our clients. We at Prompt management are working to provide best manpower solution to our clients. With our stringent selection process and updated database of aspiring candidates we match the suitable talent. We focus to unite right kind of people to right kind of job.

Our commitment combined with our Methodology and Work Ethics has helped us serve our client in the best way. We give prime emphasis and time in understanding client's business & requirement. These in turn helps us giving quality service to our client. As we focus to maintain a long-term business relationship with our clients.

**We can broadly define our services under three heads:**

## International Recruitment

Prompt Management Services is Government Approved Manpower Recruiting Agency for Manpower Support Services to Overseas clients. Our clientele are spreaded in various countries and cater to their Human Resource needs for Skilled and Unskilled Manpower Support Services.

We have a long standing association with Clients based in countries like Oman, Kuwait, UAE, KSA, Bahrain, Qatar, Russia, Morocco, Europe, South Africa, Singapore etc.

**Apart from recruitment we offer some of the value added services offered by us are:**

## Permanent staffing

Permanent staffing is assuming great importance in the human resource strategy of every company today. Any organization that is equipped with quality and dedicated permanent staff has a greater chance of surviving and succeeding in the long run.

At Prompt management, we provide high quality personnel through our strong data base and head hunting techniques. We pride our self in thoroughly understanding our clients need and offering them tailor made solutions for recruitment with enthusiastic and dynamic approach.

**Our permanent staffing selection is carried out through one of these ways:**

## Contract Staffing

Demand for contract staffing is increasing in India amongst the employers..

We would take care of the entire process from identifying and hiring personnel to managing their payroll, benefits, statutory compliance and HR administration to the exit of the associates, on completion of the assignments through our recruitment and staffing teams.



## RECRUITMENT

it's far a procedure of attracting, deciding on and appointing suitable applicants for jobs (both everlasting or brief) foundation inside an employer.

## IMMIGRATION

Immigration is the worldwide movement of people right into a destination country of which they may be not natives or wherein they do not possess citizenship.

## Countries Served

We are successfully supplying Technical, Managerial & Administrative manpower in countries like :



Saudi Arabia



Oman



UAE



Bahrain



Kuwait



Qatar



# Services Offered



CONSTRUCTION



HOSPITALITY



HEALTH CARE



SECURITY



POWER & UTILITIES



ADMINISTRATIVE



AUTOMOBILE



OIL & GAS



# Our Clients



Green Link Trading Co. Ltd.  
Cargo Services



شركة الرباط الأخضر للتجارة المحدودة  
خدمات شحن



AL BARAKHA  
CONTRACTING & DECOR



Al-Salem Ind.



Rainbow International FZCO



CLEVER FREIGHT LLC



Tabas Tech. Cont. L.L.C.



شركة ديمان شايوريج القلمية ش.م.م  
DIAMAN SHAIORIJ CONSTRUCTION CO. L.L.C.



Emaar Mazoon Engineering & Contracting L.L.C.



شركة صور المتحدة العالمية ش.م.م  
Sur United International Co. L.L.C.



AL DEEWAN ENERGY & SERVICES W.L.L.  
الديوان للطاقة والخدمات ذ.م.م



مجموعة الجاسم  
AL JASSIM GROUP



ARABIA ROSENTHAL CONT. CO. LLC



عمدان للإنشاء والتعمير  
GAMDAN CONSTRUCTION & DEVELOPMENT





## Office:

SS-3/229, 1st Floor Sector-2,  
Xerox Lane, Near Abott Hotel Vashi,  
Navi Mumbai. Thane - 400703.

Phone.: +91 +91 8291644638 / +91 8879090335

Email: [info@promptmanagement.in](mailto:info@promptmanagement.in)  
[promptmgmt74@gmail.com](mailto:promptmgmt74@gmail.com)

[www.promptmanagement.in](http://www.promptmanagement.in)

٠٠٩١٨٢٩١٦٤٤٦٣٨  
٠٠٩١٨٨٧٩٠٩٠٣٣٥

سس-٣/٢٢٩، ١ فلور سيكتور-٢،  
زيروكس لين، بالقرب من أبوت هوتل فاشي،  
نافي مومباي. ثين - ٤٠٠٧٠٣.