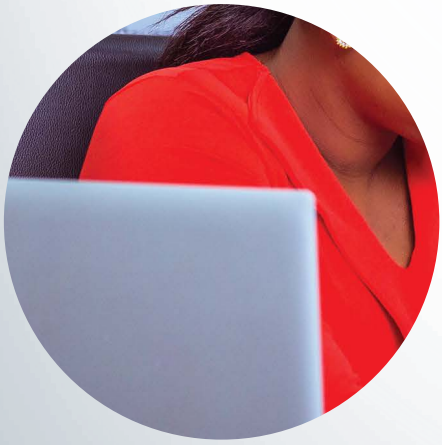
RECTRAIN
SERVICES LIMITED

YOUR STRATEGIC BUSINESS & HUMAN RESOURCES PARTNER

CORPORATE PROFILE







UNRIVALLED SERVICE WITH THE OVERALL OBJECTIVE OF ADDING VALUE

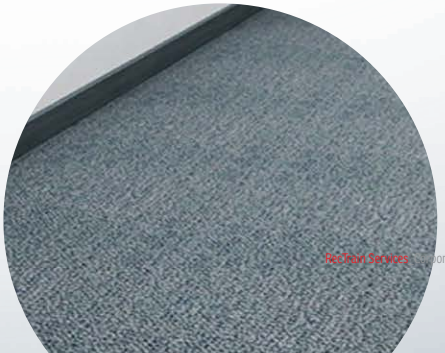
THE BEGINNING

Established in 2012 to bridge the gap between employers and potential employees, RecTrain provided an open door for job seekers particularly those without any experience in job searching. Having excelled in this area, RecTrain's portfolio has since evolved to include a more varied range of services that cater for a much wider clientele/customer base.

RecTrain plans to continue to expand its services to a wider clientele reach and to have a bigger impact on the sectors it serves and society as a whole.







OUR VISION

- To be one of the best providers of world-class Human Resource solutions.
- To build a first-class brand for Human Resource through partnerships.
- To provide real life solutions for different types of businesses on behalf of our clients.

OUR MISSION

- To provide expert advice in Human Resource solutions to local and multinational companies across the world.

OUR VALUES

INNOVATION

We are always looking to innovate through the use of competency-based approach for an end-to-end HR consultancy service. Relentless in its pursuit of the extraordinary, our team combines passion, professionalism, and creativity to go the extra mile.

CUSTOMER COMMITMENT

We are committed to providing outstanding services at every step of the HR process from the first engagement with the client to completion. This has resulted in repeated business for the company.

EXPERTISE

We bring a wealth of expertise to ensure success for our clients. Our experts' in-depth understanding of the relevant issues including associated legal requirements is reinforced with their local and international experiences from multiple industries.

PRODUCTS & SERVICES

RECRUITMENT

- Utilizing profiling systems to match the skills and experience, job candidates are placed in suitable permanent, temporary, contractual and outsourcing jobs at junior, graduate, management or executive level positions.
- Assisting at every stage of the recruitment process, it is ensured that informed decisions about recruitment campaigns and career planning are made.
- Acting as a liaison between clients and job seekers, the company offers both parties desired results and maximum satisfaction.
- For corporate institutions, large piles of applications are sifted through and shortlisted, just to simplify the recruitment process.
- Aptitude and assessment tests are also conducted on applicants during their recruitment process, to determine the level of competence of the candidates in areas specified by the clients.







TRAINING

RecTrain also provides both generic and tailor-made training opportunities for both individuals and organisations.

Once assessed and evaluated, comprehensive range of training and development solutions are designed, developed, and delivered. This training, not only, enables businesses and individuals to meet their goals, it also equips both the unemployed and employed with skills to make them attractive to employers. One is therefore helped to develop and utilize personal skills for greater efficiency and effectiveness in the workplace.

CORPORATE DEVELOPMENT REVIEW

To enhance corporate growth, RecTrain carries out a complete review of existing training portfolio and personal development plans of staff. This review incorporates (1) Cross mapping exercise to ensure that company standards are being met (2) Learning programme to achieve results for the business and (3) plans that will include recommendations for improvement.

CORPORATE DEVELOPMENT REVIEW

Capable managers can add real value to businesses if they have the right skills and abilities to deliver effective results. We help by developing a portfolio of tailor made instruction courses for managers; provide courses combined with workshops; in-house activities and formal classroom learning and assisting managers with creating successful teams; introducing new skills; handling succession planning; lifting performance and job satisfaction and finally increasing motivation and loyalty.







HR CONSULTING

HR AUDITS

Through our Human Resources (HR) Audits programme, we perform an analysis of the HR practices to ascertain the impact these practices have on overall productivity. We also undertake an objective and comprehensive analysis of organisations' HR Policies, procedures and strategies to measure the strengths and weaknesses of the Human Resource department. These audits help organizations ensure their HR team achieves effectiveness, efficiency and maintain a high labour competitive advantage.

CONTINUOUS IMPROVEMENT MODEL

As part of our services, RecTrain offers advisory services and introduces continuous improvement initiatives utilising the RecTrain_CI Model.

This relies on several principles and improves existing processes, making it an on-going cycle that reduces waste and increases quality thereby giving any business a competitive advantage.









OUTSOURCING

Subcontracting an aspect of a business function/unit adds value and brings you the peace of mind to run other aspects of your business.

Our outsourcing service covers either Payroll or HR Office Management or both.

PAYROLL MANAGEMENT

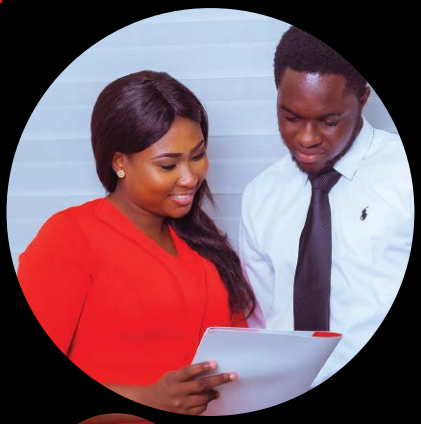
Payroll can be tedious and stressful. Our experienced and qualified finance team takes that burden off our client's shoulders by coordinating employee records, managing payroll services, and handling statutory deductions. Thus, reduces potential financial risks, ensures compliance with accounting regulations and allows you to focus on the core operations of the business.





HR OFFICE MANAGEMENT

The Human Resource Office Management solution includes your very own assigned dedicated and qualified HR professional, placed either onsite or offsite or hybrid to fully run the HR day-to-day operations seamlessly and efficiently. From HR policy development and compliance management to payroll administration and employee relations, we handle the administrative tasks so you can focus on your core business activities as well as access to experts in solving complex HR issues and HR analytics reporting to contribute to business decisions. Our experienced team ensures that your HR processes are efficient, compliant, and aligned with industry best practices. By outsourcing your HR office management to us, you can reduce administrative burden, mitigate risks, and create a positive employee experience.



CORPORATE EVENT PLANNING

Planning and implementing corporate events is another service RecTrain provides - strategy sessions, team away days, private parties, conferences and company or product launches. Working with you to ensure the right logistics for your event is sourced and successfully implemented, gives us the ultimate satisfaction.









OUR CLIENTS

RECRUITMENT



TRAINING



HR CONSULTING



HR OFFICE MANAGEMENT



EVENT PLANNING



PAYROLL



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