



**Trust Contract Service  
(PVT) LTD**



## Introduction

**Trust Contract Service (Private) Limited** a Full Service Executive Search firm recognized as a national leader in career placement in Pakistan. We specialize in the recruitment of administrative support personnel, emerging technology candidates, and corporate professionals. Our company is organized into three distinctly specialized divisions. Because of that we can assist proven professionals enter into a rewarding relationship within a premier work force. We are committed to supporting the growth of our most valued resource...people.

## Outplacement

Downsizing and reorganization are sometimes painful, but often a necessary aspect of successful business. Employers can find themselves in the uncomfortable situation of having to let well-liked, skilled employees go. At Trust Contract Service, we offer corporate and individual outplacement services aimed at assisting companies with these transitions.

We boast a comprehensive outplacement service that provides career consulting, executive coaching, strategic human resource and transition consulting. Our knowledgeable and experienced staff can also assist candidates with résumé preparation, networking and interviewing skills needed to maintain employability. A large variety of customized programs are also available to fit all budgets — from cost conscious group approaches to individualized executive level assistance.

We can assist you with your outplacement needs whether you are a Fortune corporation, small business or non-profit agency. If your company is downsizing or you know of someone who has lost their job due to corporate reorganization, please make a call to us on our contact numbers 021 35210646-8 e-mail [trust\\_contract@yahoo.com](mailto:trust_contract@yahoo.com)



## Professional is what we believe in

We serve the needs of the human resource management professional by providing the most essential and comprehensive set of resources available. In addition, we are committed to advancing the human resource profession and the capabilities of all human resource professionals to ensure that HR is an essential and effective partner in developing and executing organizational strategy. Entering the 22<sup>nd</sup> century in a much professional and technical environment is a global dream come true.

## Trust Contract Services (pvt) ltd in History

Trust Contract Service was on the board in 1974 by the altruistic effort of Mr. S.A.R.Naqvi; Mr. Naqvi starts his career with the high targets with positive approaches for achievements his goals. He need for a national organization to represent the personnel profession. His goal was to provide continued professional development opportunities, promote national networking, and to generally advance the interests of a profession he recognized as being in transition. Having conceived the idea from the changes in Human Resources portfolio globally, TCS has pioneered human resource service providence in Pakistan since 46 years, which has matured in to a stalwart organization.

Today, under the direction of CEO Mr. Tariq Naqvi and Director Mr. Arif Naqvi Trust Contract Service (Pvt) Ltd enjoys the nationwide leadership in the field Manpower, Human Resources Services Provider and Company Policy formation.

## Our Vision

Trust Contact serves the needs of the human resource management professional by providing the most essential and comprehensive set of resources available. In addition, the Organization is committed to advancing the human resource profession and the capabilities of all human resource professionals to ensure that HR is an essential and effective partner in developing and executing organizational strategy.



# Mission Standards

This mission will have been successfully achieved when:

- **Scope of Services:** Human Resource assistance and management services enable eligible individuals (or right people at the right place at the right time) to provide their expertise to the corporate world and get rewarded for their potential and at the same time preventing the society from the culture of *favoritism*.
- **Efficiency: Human** Resource assistance and management services are provided in a timely, cost-effective manner. Productivity is increased each year. Programs are administered within funding resource allocations.
- **Effectiveness:** Periodic sample surveys, audits, statistical analysis, management reports and corporate and individual comments reflect satisfaction with the quality of service. Services are provided in a humane manner by professionally skilled staff.
- **Code of Ethics:** As nation's largest human resource management association, Trust Contract has a responsibility to set and support ethical standards for the human resource profession. The very purpose of our organization state that,

"The purposes of Trust Contract shall be to promote the use of sound and ethical human resource management practices in the profession...to be the voice of the profession on human resource management issues ...to facilitate the development and guide the direction of the human resource profession ...and to establish, monitor and update standards for the profession."



In order to achieve the purposes of the organization there shall be no discrimination in individual or Co-operate affiliation because of race, religion, sex, age, national origin, disability, veteran's status or sexual orientation.

## **Trust Contract Services Associated With SECP**

Trust Contract Services were associated with Security Exchange Commission of Pakistan in August 2006 and becomes as Trust Contract Service (Private) Limited.

### **Corporate Philosophy and Quality Approach**

## **Trust Contract Services (Pvt) Ltd**

**Trust Contract Service (Private) Limited**, through its affiliated predecessor organizations, traces its origin to 1974. Our integrity, efficiency, and foresight have established our reputation and form the cornerstones of our firm. The values in place at Trust Contract have been cemented through the combined principles and experience of our staff, which commands a professional knowledge pool exceeding 46 years of service. Trust Contract's primary objective is to develop long-term relationships with our Clients and our Candidates. Proud to service industry leaders, Trust Contract recognizes the uniqueness of your demands and listens carefully to your needs; we thoroughly research all of our Candidates to find the perfect fit for your individual requirements.



Our affiliated organizations and skilled consultants form the backbone of our wide-ranging placement service. Trust Contract's recruiting staff is highly trained in the art of interviewing, evaluating, and placing professionals. We serve a diverse market sector with distinction. To each relationship, our firm brings market insight, sound business judgment, and the experience necessary to match the challenging personnel needs of each Client.

Our goal is to achieve the highest quality in our recruitment and placement of professionals. It has been said that Trust Contract Service (Private) limited the benchmark by which competitors in our field should be measured. In today's competitive market, success often requires an advantage, an angle, something of an edge. Trust Contract is that edge – and provides you with the leverage you need to boost your career.

**Trust Contract** prides itself in working with Candidates that possess the technical abilities, work experience, education, and personal presentation sought by top-level organizations. We place Candidates from the highest echelon of industry standards. We invest in the recruitment and training of our associates, and hold strongly to the belief that our relationships with both Clients and Candidates are to be based on trust and absolute assurance of confidentiality.

**Our Clients:** To strive towards providing our clients with the highest levels of service excellence. Flexibility and prompt reaction to all client requirements is fundamental to solution delivery.

**Business approach:** Candidate Managers people and products are:

- Easy-to-work with
- Flexible and responsive to customer requirements
- Based on providing value for money







## List of Current Valued Clients

- Paktelecom Mobile Limited (Ufone) (Country Wide)
- Citibank N.A. (Country Wide)
- Faysal Bank Limited
- Pak Kuwait Investment Company Limited
- Pak Kuwait Takaful Company Limited
- Al Meezan Investment Management Limited
- Plexus Private Limited
- Takaful Pakistan Limited
- DEMCO Private Limited
- MEARKS Private Limited
- PAKCOM Mobile Limited
- FMCL Limited
- Habib Bank Limited ( Countrywide )
- AL – Falah Insurance





## List of Previous Valued Clients

- United States Information Services, American Consulate General, Karachi.
- U.S.Aid Mission to Pakistan.
- U.S. Information Services.
- American Consulate General State Department, Karachi.
- Muslim Commercial Bank Limited.
- American Express Bank Limited, (Countrywide).
- American Express Travel Related Services. (Countrywide)
- Caltex Oil Pakistan Limited.
- Society General, The French & International Bank.
- Chase Manhattan Overseas Corp.
- Pak Tel Limited (Countrywide).
- Pak Kuwait Family Takaful Company Limited.
- Warid Telecom (Pvt.) Ltd.



## An Overview of Trust Contract Services (Pvt) Ltd

Our philosophy at Trust Contract is to not look upon our business as a game, but to approach each search assignment conceptually. Our concept is:

- Know the client's values and attitude
- Know the client's hiring process
- Refrain from closing a deal at any cost
- Maintain ultimate quality control
- Commit to work in a partnership with our client
- Provide highly professional services with unique guidelines and adaptable access available in the current market.

## Trust Contract Purpose

The purposes of the Organization shall be to promote the use of sound and ethical human resource management practices in the profession and:

- to be a recognized as world's leader in human resource management;
- (b) to provide high-quality, dynamic and responsive programs and service to our customers with interests in human resource management;
- (c) to be the voice of the profession on human resource management issues;
- (d) to facilitate the development and guide the direction of the human resource profession;  
and
- (e) to establish, monitor and update standards for the profession.



## Payroll Management

**Trust Contract** maintains a responsible stature, by complying with all the pertinent standards laid down by Company's Law Ordinance, Taxation Ordinance and International Standards of Auditing.

**Trust Contract** has moderate payroll process system inclusive issuance of pay slips as per the client requirements.

## Taxation Management

**Trust Contract** is tax paying company; we pay all governmental taxes such as Income Tax, Wealth Tax, Tax on Salary, withholding Tax and Sales Tax etc. We fulfill all governmental requirements as per the Law of our state.





- Increase retention & productivity (Increase Quality of hire)
- To improve communication internally & externally.
- To reduce paperwork within the recruitment process and improve overall efficiencies.
- To improve strategic decision making (based on quality metrics).
- To improve corporate governance.
- To improve and automate EEO/ Equality monitoring & reporting.
- To better manage the headcount planning/budgeting process.
- To fully automate the requisition approval process.

## Why Trust Services (Private) Limited

Our principals have over 46 aggregate years of experience. Trust Contract is a customer-driven organization. Our goal is to provide the best service available to our clients. Clients expect promptness and efficiency, and we, more so than big firms, are able to provide this, with swiftness. We appreciate the value of your time.

Our services are retained to fill extremely important orders. We send candidates who match the job description accurately, only after an extensive interview and search process is conducted. Quality is the essential commitment to our clients.

Today, economic inefficiency, wasted effort, errors, and delays are intolerable. There are fewer executives to make decisions. Competition has increased incredibly, and companies face enormous, consequential challenges. Trust Contract understands all of these concerns, and we utilize this understanding to provide great customer satisfaction.

**Trust Contract Service (Private) Limited** maintains an extensive database of highly qualified individuals. We only present employment



Candidates who possess the adequate education, training, experience, and skills specified in our clients' job requisitions. Understanding that

Every company has specific needs in its area of expertise; we carefully review all job descriptions prior to engaging in a search. This allows us to match the right individuals with the correct positions.

Candidates are screened and interviewed in-depth prior to presenting them to our client company. Our interviewing process also includes verification of any academic degrees requisite to a position. Additionally, we agree to hold in the strictest confidence all data provided by clients regarding their employment needs and practices.

Our recruiting specialists take pride in keeping abreast of market trends and events in order to effectively serve each client's constantly changing personnel needs.

**Administrative Division** - Your Administrative Staffing Specialist and your human resource partner, is committed to providing quality professionals. Our clients seek an administrative staff that is able to add value to an organization. Our clients work in fast-paced environments where products and services change daily. We have the resources available to provide hard-charging, competent and reliable services focused on our clients' needs.





Here are some examples of the positions we work to fill:

Administrative Assistants

Receptionists/

greeters

Assistants

Drivers

Customer Service Reps

Telemarketers

Data Entry Clerks

Public Relations Officers Executive Assistants

Payroll Clerks

General Office Assistants

Accounting Clerks

Call Centre Officers

Junior Secretaries

Accounts Receivable Clerks

Legal Secretaries

Messengers

Executive Secretaries

Payroll Processors

Sales/Marketing Assistants

Staff Accountants

Skilled and unskilled workers

Accounting Managers

Typists/Computer Operators

Collection Officers

Verification Officers

## The Clients of Trust Contract Services (Pvt) Ltd

The world has experienced a sea of changes. In the business world, companies require fresh approaches. Trust Contract is able to fulfill this need by understanding the client's point of view completely. We are entirely customer-oriented.

Our success is dependent upon the success of our clients. Building long-lasting partnerships is essential to our longevity. Partnerships are fortified when we meet all of the needs of our clients.

**Trust Contract** understands that each client has distinctive needs. We evaluate each search assignment thoroughly. Our primary business is retained search, but contingency business is accepted on a selective basis. The price of our service is proportional to the service being provided.

In keeping with our code of ethics, Trust Contract maintains a policy against recruiting from our retained clients and their subsidiaries.





## The Challenge We Solve

**Trust Contract** addresses the requirements of a large market that is poorly served by traditional Providers, whose solutions are based on expensive and complex applications characterized by limited or unnecessary and compromised functionality, long implementation cycles, ageing technology and a high cost of ownership. The fact still remains that until now there was no single proven HR service delivery model, which means many organizations face the challenge of continuous change in order to satisfy the demands of their organization by providing alternative service delivery such as employee self service, shared service centers and outsourcing key functions. At SS&C we have developed complete HR Solution system which is to meet these needs by taking a holistic approach to business and by starting from scratch!

## Employee Self Service

**Trust Contract** enables the client to make dramatic savings in time and resources by empowering their employees, allowing them to update certain personal details from their own PC in an efficient manner.



## Financial and Health Benifits

- Pensions (through EOBI compensation Program)
- Critical Illness
- Personal Accident (cover under insurance cover)
- Disability Insurance
- Life Insurance – Group
- Private Medical Cover

## Contact Us

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