



**SEVEN SEAS**

HUMAN RESOURCE SERVICES PVT LTD





# Introduction

We are extensively accredited by all our clients for rendering the specialised security services and staffing services in Pune.

## Mission

Our mission and values will always go the extra mile in dealing with people, whether they are members of the public, customers, our supervisors or employees. We will endeavor to obtain management consensus on important issues, especially those that affect our customers and employees







## Why Seven Seas ?

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## Our Vision

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**“To be recognized as the most professional, ethical and highest quality Security Company in the Industry.”**

Our motive is not just serve but to give quality services.

- We believe in client and employee satisfaction, both.
- A happy employee will give the best service to the client.
- We make sure we give salary with legal compliance including all the benefits to the employees before 5<sup>th</sup> of every month.
- We are fair and ethical in all activities.
- We deliver more than we promise.





# ESCALATION MATRIX

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- Kanifnath Tambore – Field Officer  
[operations@sevensashr.co.in](mailto:operations@sevensashr.co.in),  
8888425782
- Laxman Mhaske – Training Manager  
[operations@sevensashr.co.in](mailto:operations@sevensashr.co.in), 7775042330
- Rafiq Shaikh – Area Officer  
[rafiq@sevensashr.co.in](mailto:rafiq@sevensashr.co.in), 7276056642
- Rohan Ravindra Poman – Director  
[rohan@sevensashr.co.in](mailto:rohan@sevensashr.co.in), 9881710007
- Ravindra Shivaji Poman – Managing Director  
[ravindra.poman@sevensashr.co.in](mailto:ravindra.poman@sevensashr.co.in), 9577700009

# Our Services

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Specialized Security



Bouncers



Soft Services

HOUSEKEEPING / OFFICE STAFF



Attendants & Staff



Production Support  
Services



ERT/ Fire Marshal

# Top Deployments - Clients



**AISSMS**  
INSTITUTE OF MANAGEMENT  
CRAFTING VALUED CORPORATE PROFESSIONALS



**MITCON**  
CONSULTANCY & ENGINEERING  
SERVICES LTD.

**MIS** **MITCON**  
International School



SHIVAJINAGAR, Pune -

Shivaji Nagar, Pune - 411005

Balewadi, Pune - 411015

Shivajinagar, Pune - 411005

**MITCON**  
INSTITUTE OF  
MANAGEMENT  
(Courses Approved by AICTE, Ministry of HRD, Govt. of India)



CONSULTANCY SERVICES

**LANDMARK  
GARDEN**



Balewadi, Pune - 411015

TATA CONSULTANCY SERVICES  
PUNE

KALTYANI NAGAR  
PUNE

Chakan, Pune - 410501



**Emcure**  
SUCCESS THROUGH INNOVATION



Chakan, Pune - 410501

Khed, Pune - 410501

Bhosari, Pune - 411018

Nigdi, Pune -411045





Chakan, Pune-410201



Pimpri Chinchwad, Pune - 411035



SB ROAD, Pune – 411001



Alandi Fata, Pune - 410501



Saswad, Pune -412301



Sanganwadi, Pune - 411001



Viman Nagar,  
Pune - 411014



Shivajinagar, Pune - 411004



Boat Club Road, Pune-411001



Pune-B'lore Highway, Pune, 411033



Bhosari, Pune



Pimpri, Pune-18.



Wakad, Pune- 57



TAKWE, PUNE.



Shivajinagar, Pune



Aundh IT Park, Pune- 57



PCMC, Pune



Baner, Pune

*MAXIM PHARMACEUTICALS PVT LTD*

Alandi Pune- 57



AUNDH, PUNE.



BHOSARI, PUNE.





Chakan, Pune.



Magarpatta City, PUNE.



Shivre and Satara.



ZEAL INDUSTRIES, Narhe, Pune.



ZEAL EDUCATION SOCIETY, Narhe, Pune.



Aundh, Pune.



La Ville, Lonavala



Baner, Pune.



Kothrud, Pune.



**Synechron, Pune.**



**Deenanath Mangeshkar Hospital, PUNE.**



**Amar Serenity, Pashan**





# Specialized Security

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Seven Seas HR Services Pvt Ltd provide the diligent security services in the industry. We are committed to bring excellence in our services through our trained professionals. There are certain criteria that are being followed before the appointment of the guards in our skilled team. On the basis of physical, educational and medical competencies, the security personnel are trained to handle security and vigilance responsibilities.



# Security Services

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# Security Services

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# Security Services

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# Soft Services

**HOUSEKEEPING / OFFICE STAFF**

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# ERT Services

## Fire Marshals

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# Fire Marshal





# Service Standards

## HOUSEKEEPING

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### Basic Standard

Maintain at all times in good condition – office areas, service areas, public areas , utility areas , fire exits, stairways, basements , goods lifts , basement car parking and external side entrances.

### Prestige Standard

High standard of cleanliness and appearance at all times – VIP meeting/ board rooms , VIP Pantry , Reception areas , Top Management floors etc.

### Hygiene Standard

Areas where a high hygiene standard is mandatory – toilets , kitchens , cafeteria , pantry , vending areas , first aid rooms. Waste bins , hidden surfaces , hinges, underside of workstations etc. to be maintained free of dirt, stains, waste matter, watermarks and scale using appropriate cleaning and sanitizing materials



# Types of Cleaning

## HOUSEKEEPING

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### Routine Cleaning

Cleaning tasks to ensure that offices, toilets, meeting areas, public areas & all other routine work areas, furniture & floor spaces are maintained to a high level of general cleanliness and remain presentable and fit for their intended purpose

### Reactive Cleaning

Reactive service to maintain full & safe use of facilities –  
Response to spillages, replenishing consumables & monitoring the cleanliness of all sanitary facilities

### Periodic Cleaning

Activity includes all deep cleaning and periodic cleaning activities of the communal & public areas and activities that require more frequent cleaning than routine cleaning including kitchens, vending points and cafeteria

### Monitoring

Monitoring on a daily basis to ensure high quality service  
Use of environmental friendly chemicals & consumables  
( MSDS adherence )



# Housekeeping Services

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# Production Support Services

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# Features

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- All production support & related activities in different shop floors including assembly, packaging, warehousing & dispatch services.
- Follow quality control measures as per client specifications.
- Close Co-ordination for high end productivity & achieve production targets.
- The large pool of resources with different skill sets in factory belts to support ramp up and ramp down activities effectively & quickly.
- Develop & maintain a database of trained workforce as a buffer at all times for temporary placement.
- Dedicated IR & Management team.
- Strict adherence to all Government Statutory norms & compliances.
- Adherence to all safety norms & EHS policies as prescribed.
- Effective Business continuity plans.
- Lowest attrition rate in the industry.
- Customized training – Industry specific.
- Customized contract model – staffing , service delivery models or Turnkey models on output basis.



# Our Services

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## Our Security Services

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**Guarding Services**

**Event Security**

**Ex-Army Guard**

**Ceremonial Guard**

**Traffic Warden**

**Bouncers**

**Personal Body Guard**

**Guard cum computer operator**

**CCTV Installation and Operational Management by our staff**

## Our Facility Services

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**Manpower Services**

**Shop Floor Services**

**Staffing Services**

**Front Desk Management**

**House Keeping Staff**

**Office Associate**

**Pantry Associate**

**Chauffeur Services**



# Production Support – Summary of Services

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- Line Operations
- Sequence feeding
- Material handling and movement/ Receipts
- Assembly –offline & online
- Offline & Sub assembly activity
- Packaging & Dispatch
- Press shop operations
- Paint shop & booth maintenance
- PDI & yard maintenance
- Data entry, Logistics & Administration
- Quality Control
- Industrial Housekeeping & Electromechanical Services
- Plant Maintenance
- Welding, Painting, Plumbing and Carpentry.
- Fire & safety procedures.
- Staffing - MHE / EOT operators , Fitters , Technicians, Welders , Fork Lift operators , etc.



# Statutory Registrations

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**Copy of PSARA License issued by Commissioner of Police, Pune & Controlling Authority.**

**Certificate of Incorporation.**

**Copy of Shop Act License.**

**Certificate of Registration- GST**

**Employee's Provident Fund Registration.**

**E.S.I.C. Registration**

**Profession Tax Registration**

**Copy of Pan Card.**

**Copy of Tan No.**

**MLWF**





# Bouncers & Bodyguards

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Our guards and bouncers are subjected to go through compulsory training. The guards are smartly uniformed, trained and well supervised. They are all well acquainted with the skills required for security and safety of assets, personnel and property. The strong physical presence, features of professionalism, reliability and integrity in their services act as an add-on services.



# Our Core Business Values

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Dignity, Innovation, Safety, Synergy, Transparency makes us what Seven Seas HR Services is!

## Commitments

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- Client Centric Approach
- 100% compliance
- Flexibility
- Committed
- Continuous Improvisation



Contract

invoice

Quantity	Amount
240.53	
855.75	
50.00	
76	
24	
25.3	

ORDER	Product A01	Product A02	Product A03	Australia	Product A01	Product B01	Total
2,568,290	976,819	809,870	121,000	421,045	179,984	690,144	279,911
	99,420	244,353	75,380	846,529	237,589	45,000	45,000
				681,771	182,790	278,981	4,587,294
							45,556
							1,876
							190
							134
							47,756

	2015	2016	%Growth
	106,287	108,287	-11%
	91,938	91,938	+37%
	125,819	125,819	+42%
	278,161	278,161	+76%
	11,827	11,827	-18%

	2015	2016
	8,714	39,912
	107,812	108,287
	89,918	91,938
	123,939	125,819
	189,128	278,161
	10,283	11,827
	47,029	107,812

	June
	45,556
	1,876
	190
	134
	47,756



## Training

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Our Training Department continuously updates our security personnel with the latest government and industry regulations. We have a defined system of selection and training. The induction training of 26 periods spread over 3 days is given to the new entrants. We also have a well-planned training system for the existing work force which includes “Refresher Training” and “Need based Training”.

We also have an effective monitoring system to look after day-to-day security functions at work sites.

## Our Facility Services

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Our contract will be on mutual consent and can be terminated by either of us by giving two months’ notice in writing. In the absence of prior notice, compensation of wages in lieu of notice period will be payable by the defaulting party. Our monthly bills will be submitted to you on the 1st of each month and payments may please be cleared by the 5th of the month.

After negotiation/finalization of contract a comprehensive contract agreement will be made between both the parties. We need one month’s time to deploy our security of your esteemed organization, please feel free to contact the following official on their contact number mentioned, who will be happy to explain any queries on this proposal.



# Contact Us

Name of the Company : SEVEN SEAS HUMAN RESOURCE SERVICES PVT LTD

Status of the Company : PRIVATE LIMITED

Corporate Office:- Office Number #13, 3<sup>rd</sup> Floor, Krushnai Apt, Abover Sarjaa Hotel, Aundh,

Pune - 411007.

Contact Details : 9881710007

Mail ID : rohan@sevenseashr.co.in / admin@sevenseashr.co.in

Website :



<http://www.sevenseashr.co.in/>





**SEVEN SEAS**

**HUMAN RESOURCE SERVICES PVT LTD**

**THANK YOU**