



SMART GROUP OF SECURITY & MANPOWER SERVICES

Office :H No-1 1st Floor, MatkawaliGali, Opp-GL Business
Kapashera Gurgaon Road Dundahera, Gurgaon-Haryana-122001

E-mail: sgssmart1199@gmail.com

To,

MR. -----

SUB: COMPANY PROFILE

Dear Sir,

We are happy to extend and giving us privilege to offer our profile for providing Smart and trained and professional security personnel Ex armed /Para Military and trained civilians at your office/residence located.

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Further our aim to provide out sourcing manpower for complete house keeping solutions as attendants, electrical and plumbers. Our team is fully trained and well motivated to provide you the remarkable services at your site.

Our Placement of security guards and manpower are based on user requirements to provide high standard of services with always keeping in mind security and safe guarding. We have a daily checking system, which is done by our field supervisors & they are in touch with Management to see the performance of our personal posted with you. This will relieve you all of your worries & you can fully focus on your business.

Motto of Smart Group of Security & Manpower services is to provide close support and services beyond any terms of services during emergency and crisis. To deliver reliable and consistent level of service, to create a suitable work environment which value to the core functions of the clients.

With warm regards

For Smart Group of Security & Manpower Services

PAN-BCBPS0637P
GST No-06BCBPS0637P2Z8
Reg. No-20150077780
ESI NO.-690005611100000999
EPF CODE NO.-GNNGN1340430000



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QUALITY OF SECURITY PERSONNEL

Security personnel selected are experienced professional guards who have worked earlier in a similar environment. It is ensured that they have the minimum acceptable mental and physical fitness standards are capable of communicating properly and handling telephone systems, electronic security equipments, fire detection and control devices. They are made to undergo focused pre-induction training prior to deployment which enables them to discharge their duties and responsibilities in an effective manner.

ADDITIONAL BENEFITS OF OUR SECURITY PACKAGE

We have our Operational Mgr, Area Mgr, Field Officers based at major locations responsible for complete operational activities of the concerned areas.

We have the mobile patrol vans available to meet any contingent requirements or **as per** specific demand of the client.

Our entire operational staff is equipped with mobile phones and wireless sets or requirement basis for prompt communication.

SURPRISE INSPECTION

Ensure high degree of alertness, a system of surprise checks has been instituted. Our system Operational Audit is directly under senior officials of the region who ensures prompt action for functioning. Manager Operations check all posts of their zones at least ones in a month.

SUPERVISION

Company takes pride in having a Sophisticated Internal Monitorim System (SIMS). We dedicated force of field Supervisors who carry out checking at all posts 5 to 7 times including night checking. Supervisors render a regular report on the performance of guards.



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SECURITY IS OUR VISION

In today's scenario, security plays a significant role in every sphere whether is guarding office/residential apartments, trade centers, s

chools, hospitals and shopping centers. We provide to our clients with security guards/office attendants to meet their requirements. Smart Group of Security Services provides assistants beyond any terms and conditions to clients during emergency and crisis.

YOUR SATISFACTION IS OUR PRIMARY CONCERN

Your satisfaction is our promise to provide highest quality of security and services at your site. We also provide our clients with an entire spectrum of systems and genuine services in the field of security and safety, that are the reflection of the most affective safeguarding and lose prevention systems available. We will continue to invest in our business in an effort to enhance the experience of our events.

SELECTION SYSTEM

We strictly follow the recruitment procedure with norms of high standard under the close supervision of our expert team. We accept civilian. Ex Defense and Para Military personnel for recruitment with the following authentications through following stages.

1. Screening Test:-
 - (i) Height, Wight and Chest Measurement.
 - (ii) Hearing and Eye sight Test.
 - (iii) Young Youth between age limit of 18-40 yrs.
 - (iv) Primary education at least 8th class.
 - (v) Qualification certificate in original.
 - (vi) Place and Date of Birth Certificate.
 - (vii) Discharge certificate along with pension book.
 - (viii) Proof of residence Viz ration card Pen Card Voter ID/Driving License and Adhaar Card.
2. Written Test.
3. Interview.



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HOUSEKEEPING SERVICES

Scope of Services

A key component of the **Smart Group of Security & Manpower Services** tradition our ability to promote a professional image of general cleanliness in each of the facilities we manage Indeed. We have the expertise to exceed the expectations of customers.

We will tailor our housekeeping services according to your standards, facility requirements and operational schedules. A customized program will give us the ability to bring to your facility the best housekeeping management practices and operating procedures.

Our Commitment to the Client is such that:

Smart Group of Security & Manpower Services will provide properly trained, uniformed, motivated and smart personnel.

All materials and equipment's used in the performance of this contract will be the responsibility of **SMART GROUP OF SECURITY & MANPOWER SERVICE S**.

SMART GROUP OF SECURITY & MANPOWER SERVICES ensure that all of its employees will dress in the appropriate uniforms, clearly

Labeled with the SMART GROUP OF SECURITY & MANPOWER SERVICES logo, as well as wear and display their proper identification badges.

All SMART GROUP OF SECURITY & MANPOWER SERVICE S staff will attend daily briefing, meeting prior to beginning work, as well.

As weekly safety and productivity meetings to ensure the implementation of industry best practices.

All SMART GROUP OF SECURITY & MANPOWER SERVICE S staff Not be allowed to certain Children family members, friends, acquaintances or visitors within Client premises.

SMART GROUP OF SECURITY & MANPOWER SERVICE S will maintain daily work schedules and check off sheets compiled by the site supervisor for Client reference. This will indicate the proper completion of daily, weekly, monthly, quarterly, semi-annual and annual tasks as well as special tasks added.

Managements principal efforts-will be directed towards:-

1. Motivating and instructing, the housekeeping staff.
2. Planning and organizing Work.

We believe that good results are reaped from proven methods, high caliber, cleaning equipment and from a capable and well- directed staff. The department supervisors in housekeeping services will have a particularly large role to play in this



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regard. They must be sensitive to the quality and quantity of work done by their subordinates and they must demonstrate that appropriate measures will follow instances of either good or bad quality.

CLIENT LIST

S No	Company Name	Plot No	Mobile No
1	REKHAJA ENTERPRISES	PLOT NO 120 , PHASE 1, UDYOG VIHAR, GURGAON	9899929265
2	MAHA LAXMI ENTERPRISES & LDD	SECTOR-37 HIRO HONDA CHOWK, PLOT NO 3571, GURGAON	9911595127
3	EVERSHINE FINISHES AUTO MOTORS PARTS	SECTOR-37, PLOT NO. 919, SEC. 37, GURGAON. HARYANA	704272227
4	SUMAN PRODUCTS	PLOT NO. 96, PHASE-1 UDYOG VIHAR 122001 HARYANA	1244045326
5	DOMESTIC CALLCENTER VODAPHONE	PLOT NO. 29, PHASE-1 UDYOG VIHAR HARYANA-122001	1244049209
7	NJS ENTERPRISES	PLOT NO 557, SEC. 37 GURGAON HERO HONDA CHOWK	9812109939
8	PUSPANJALI FARM HOUSE	MR BATRA D-19	
9	PUSPANJALI FARM HOUSE	MR KD DALAL BLOCK NO F-59	9999309121
10	SANTI APARTMENT	RZ 365/2 NEAR MEGI TENT HOUSE PALAM	8376016112
11	MAHADEV FINISHERS	PLOT NO. 920, SEC. 37, KHANDSA, GURGAON	8588031808



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12	AF LIFESTYLE PVT. LTD.	PLOT NO. 545F, SEC. 37, KHANDSA, GURGAON	9717994194
13	GEM ELECTRONICS PVT. LTD.	PLOT NO. 93, PHASE 1,UDYOG VIHAR, GURGAON	9582727935
14	MRS. RAKHIJA	PLOT NO. 93, ARJUN MARG, DLF PHASE 1, GURGAON	9650350228



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MANAGEMENT TEAM

Name	Designation	Contact No.	Experience
Ex Sub Maj MP Singh	MD	7836091818	Course in aviation Tourism & Hotel Security (From Foundation of Aviation & Sustainable Tourism) Safderjung Airport New Delhi and 30 yrs Army Service
Ex HavNeeraj Singh	HR Recruitment & Training	9450432080	26y rs Army Service Ex NSG Commando
Mahendra Bhandari	HR & Account Manager	8826531974	18 yrs Accounts work Experience
Mrs Chandni Mishra	Marketing Manager	9990992794	5 Yeas experience in Marketing.
Saurabh Singh	Field Officer	7836091919	10 yrs experience with Gp-4 S. OM Security & Services
Mrs Rinku Singh	Coordinator	9212566132	06 yrs experience with Saraswati Enterprises
Mr Jitendra Narayan Singh (Dipu)	Branch Manager (Bihar)	94310584607/870305411	10 yrs experiences with SIS Security
Mr Dushyan Kumar (Munna)	Field Officer (Bihar)	9572334824	06 yrs experience with SIS Security and 01 yr Experiences ATS Security
Mr Vivek Kumar Singh (Anup)	Field Officer (Bihar)	9199495047	06 Yrs experience with OM Security.



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OUR SERVICES

- 1 SECURITY & ALLIED SERVICES AT APARTMENT, OFFICE, BUILDING, HOTELS, CONSTRUCTION SITE, HOSPITAL SECURITY & SHOPPING CENTERS.
- 2 HOUSEKEEPING SOLUTIONS
- 3 OFFICE ATTENDENTS
- 4 HORTICULTURE SERVICES
- 5 PLUMBING, ELECTRICAL & MAINTENANCE SERVICES
- 6 CORPORATE SECURITY
- 7 PARKING MANAGEMENT
- 8 INDUSTRIAL SECURITY PLACEMENT