



**Pattolika Pvt Ltd**  
Redefine recruitment





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**Pattolika Pvt. Ltd.** is one of Mumbai's leading HR solutions providers, delivering world-class human resource services across diverse industries. Headquartered in Mumbai, we are driven by a team of experienced industry professionals and HR specialists who bring strategic value to every engagement.

As our name signifies—**Exclusive Recruitment Partners**—our mission is to grow with the right attitude, ability, and integrity. We aim to be among the top HR solutions companies in India, consistently exceeding client expectations with customized and scalable solutions.

We specialize in bridging the gap between job seekers and employers by aligning talent with organizational goals. Our approach ensures the perfect integration of qualified candidates into company ecosystems, fostering long-term success for both parties.

## About Us



# Our Services



**Pattolika Pvt Ltd**  
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At Pattolika, we strictly adhere to client Service Level Agreements (SLAs) and follow industry best practices to ensure the successful placement of high-caliber, long-term talent. Our recruitment procedures are rigorous, transparent, and tailored to each client's unique requirements.

We offer a comprehensive suite of HR services, including:

- **Executive Search**

Specialized recruitment for leadership roles and top-tier talent across industries.

- **Permanent Placement**

End-to-end hiring solutions for full-time roles across all levels and functions.

- **Recruitment Process Outsourcing (RPO)**

Complete or partial outsourcing of the recruitment function to improve efficiency and scalability.



# Our Services



**Pattolika Pvt Ltd**  
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- **Temporary & Contract Staffing**

Flexible staffing solutions for short-term projects, seasonal demand, and workforce agility.

- **Payroll Management Services**

Accurate and compliant payroll processing that ensures timely disbursement and regulatory adherence.

- **Labour Law Consultancy Services**

Expert advisory on labor law compliance, audits, and risk mitigation.

- **Training & Development**

Tailored programs to enhance employee skills, leadership capabilities, and organizational effectiveness.



# Our Methodology

Our approach to delivering exceptional HR services is guided by three core principles:

- **Empowered by Technology**

Leveraging advanced tools and platforms to streamline recruitment and HR processes.

- **Governed by Process**

Adherence to well-defined, transparent processes that ensure quality and consistency.

- **Administered by People**

A team of passionate, skilled professionals committed to client satisfaction and service excellence.

At **Pattolika Pvt. Ltd.**, our clients' success is our top priority. We are committed to delivering impactful HR solutions that drive growth, compliance, and talent development.







# KPI ( Key Performance Indicator)

## Human Resources Performance Metrics

### 1. Revenue per Employee

Measures workforce productivity by calculating the total sales generated per employee. It reflects how efficiently the organization is utilizing its human resources.

### 2. Employee Satisfaction Index

Gauges employee morale and satisfaction levels within the company or department, providing insights into engagement and workplace culture.

### 3. Salary Competitiveness Ratio

Compares your organization's compensation levels with industry benchmarks or competitor data, helping to ensure your pay structures attract and retain top talent.

### 4. Human Capital ROI (Return on Investment)

Evaluates the return generated from investments in employee pay and benefits, indicating the overall value derived from human capital.



# Key HR KPIs and Their Importance



- **Retention of Talent –**  
Measures the organization's ability to retain skilled and valuable employees over time.
- **Average Duration in Position –**  
Indicates job stability and employee satisfaction within specific roles.
- **Absenteeism Rate –**  
Tracks employee attendance patterns to identify engagement or well-being concerns.
- **Average Time to Hire –**  
Evaluates recruitment efficiency from job posting to offer acceptance.
- **Education and Training –**  
Assesses investment in employee development and skill enhancement.
- **Time to Achieve Goals –**  
Measures the average time employees take to reach defined performance objectives.





# Conducting a Performance Review

- **Request a Self-Evaluation:**

Begin the review process by asking the employee to complete a self-assessment. This encourages self-reflection and provides valuable insight into how the employee views their own performance.

- **Prepare a Written Performance Review:**

Develop a detailed and balanced written review that outlines both strengths and areas for improvement.

- **Support Feedback with Examples:**

Ensure that all positive feedback and constructive criticism are backed by specific, factual examples to maintain credibility and fairness.







# Conducting a Performance Review

- **Conduct a Review Meeting Promptly:**

Schedule and hold the performance review meeting within 48 hours of sharing the written review to ensure the feedback is timely and relevant.

- **Document Employee Comments:**

Record any comments or feedback provided by the employee during the meeting and include them in the final review document.

- **File the Final Version:**

Once finalized, place the completed performance review—along with any employee remarks—in the employee's official personnel file.







# Organizational Aims and Goals

To support its overall growth and strategic vision, the organization has outlined specific goals across key functional areas:

## 1. Financial Objectives

The organization aims to **reduce overall recruitment costs** by optimizing hiring processes and leveraging cost-effective sourcing strategies. This includes streamlining recruitment efforts to ensure maximum return on investment.



## 2. Customer Objectives

Improving the **satisfaction of internal customers**—including hiring managers and department heads—is a top priority. By enhancing responsiveness, communication, and service quality, the organization seeks to build stronger internal partnerships and trust.





# Organizational Aims and Goals

To support its overall growth and strategic vision, the organization has outlined specific goals across key functional areas:

## 3. Process Improvement Goals

The organization is committed to **increasing the efficiency of recruitment operations** by refining workflows, automating routine tasks, and minimizing time-to-hire. Additionally, there is a strong focus on reducing administrative errors, thereby improving the accuracy and reliability of HR data and documentation.

## 4. Organizational Capability Goals

To strengthen its internal capabilities, the organization aims to **develop analytical competencies** across the HR function. A key initiative includes the **implementation of HR analytics**, enabling data-driven decision-making and strategic workforce planning.







# Key Performance Indicators (KPIs) in the Logistics Industry

## **1. Sales Forecast Accuracy**

Measures the alignment between projected and actual sales to optimize supply chain planning.

## **2. Inventory Turnover Rate**

Tracks how efficiently inventory is sold and replenished over time.

## **3. Supplier & Procurement Performance**

Evaluates supplier reliability, cost-effectiveness, and on-time delivery rates.

## **4. Warehousing Efficiency**

Assesses accuracy in order picking, storage utilization, and fulfillment speed.

## **5. Transportation Performance**

Monitors on-time deliveries, transit costs, delivery speed, and damage rates.







# Mining and Hiring Process

## **Mining-Talent Data Bank.**

### **LAYER 1 -Channels for talent pool creation.**

- Poaching
- Print Media
- BTL Activities
- Pamphlet Distribution and Postering Activities
- Social Media
- Strategic alliances
- NGO Partnership
- Training Institutes (Got. Affiliates such as NSDC, MSSDS etc.)
- Frictional Placement agencies
  
- **Data Collection from the above channels .**
- **Authentication and bifurcation of database .**
- **Segregation basis of client requirement.**

## **Hiring Process**

### **LAYER 2-Recruitment Consultants.**

- Review on data base on call.
- Calling them for personal screening that is for first level screening.
- Interview scheduling (In-house or Client place.)
- Coordinator for drive.
- Selection.





# Our Core Values

- **Partnership** - We believe that true success is achieved through collaboration. By building strong, transparent partnerships, we create lasting value for our clients, candidates, and stakeholders.
- **Integrity** - Our commitment to ethical conduct and honesty ensures that every aspect of our work is carried out with the highest standards of professionalism and accountability.
- **Respect** - We foster a culture of inclusivity and trust by valuing each individual and embracing diversity in all its forms.
- **Teamwork** - By harnessing the unique strengths of every team member, we drive exceptional outcomes for our clients and cultivate a supportive, results-driven environment.
- **Solutions** - Our approach is proactive and experience-driven, enabling us to deliver innovative, tailored solutions that consistently exceed expectations.





# Benefits of Contract Staffing

- Manage project overflow, peak periods and special assignments
- Increase responsiveness to your external and internal customers
- Outsource the burden of recruiting, hiring and paying contingent workers
- Keep your permanent staff focused on more challenging, interesting and substantive work
- Reduce employee “burn-out” by supplementing your core staff with contract employees
- Take advantage of flexible pricing options to save money
- Manage your department or unit more efficiently
- Possibility to enroll the employee into the corporate benefits at the End of the probation period





## Benefits of Contract Staffing

- Reduction of operational cost
- Eliminate lead time
- Adherence to Statutory
- corporate overhead costs
- Focus on Client's core Areas
- Effective Time Management
- More effective & efficient
- HR
- Vertical function
- Compliances
- Flexibility
- Resource Optimization

## Different sourcing modules

- Employee Walk-ins
- Cliental References
- Campus Drives
- Past Recruitment Data
- Networking
- Job Portals
- Conduct Job Fairs
- Tie ups with Educational Institutes across South
- Head Hunting
- Market Research Agencies
- Paper Adds, Posters and Distribution of Pamphlets.



# Operational Activities



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## Payroll Process

- Advanced & Automated enabled CRM.
- Dedicated Payroll assistance.

Attendance.

Pay disbursement.

Pay slips in 3 days post salary done.

- Compliance Management (GOVT. STD)

PF (Provident Fund).

ESIC (Employees state insurance corporation).

PT (Professional Tax).

LWF ( Labor Welfare Fund).

Challan's of all will be submitted with followed month processing of salary.

- Employees Self Service (ESS)

Attendance Management System.

Leave Management System.

Reimbursement System.

- Client Self Service (CSS )

Access of Master Data (MIS Report) on single click.

## Post Selection Process-

### • **Induction- Client**

1. Provisional Offer Letter generation-24 hrs/ SOS basis.
2. Offer Letter-24-48 hrs
3. Bank Account – Opening/ Updation.
4. Statuary formalities.
5. PF – New account /UAN transfer
6. ESIC or Mediclaim

### • **Identity Card-**

1. Temp -Same Day
2. Permanent-5 working days (Basis of Client request)

- Document Verification.
- Educational Qualification Certificates.
- Employment proof Verification.
- Address proof & Identification proof.
- On boarding Activities Completion.

# Our Key Clients



**Pattolika Pvt Ltd**  
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**amazon**

**Café  
Coffee  
Day**

**mswipe**

**lenskart**

**Ecom  
Express**

**Disposafe**

**DDE**  
EXPRESS PARCELS INTERNATIONAL E-COMMERCE



**DESIGN  
EUROTECH**  
SINCE 1988

**VegEase**

**SCRAP  
UNCLE**

**DELHIVERY**

**Entero**  
Healthcare Solutions Limited

**ElasticRun**  
THINKING NETWORK

**SUPER-MAX**  
I like how it Feels!

**WRITER  
INFORMATION**

**INDUS  
GREEN**

**ICCS**  
Targeting the future

**BLUWHEELZ**  
Electrifying Logistics

**SATYA RETAIL**



# Our Key Clients



**Pattolika Pvt Ltd**  
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**zepto**



**GIRNAR**  
MY CHAI MY TIME

**EVIFY**



**blinkit**

**hyperpure**  
BY ZOMATO

**allcargo**

**sKart**  
GLOBAL EXPRESS



**Mahindra**  
BUSINESS SOLUTIONS

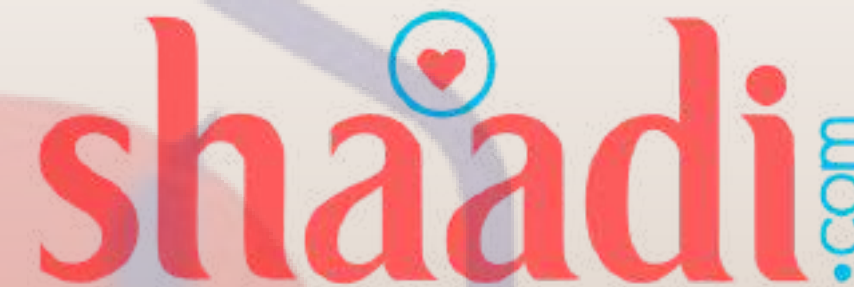


**ICICI Lombard**  
Nibhaye Vaade

# Our Key Clients



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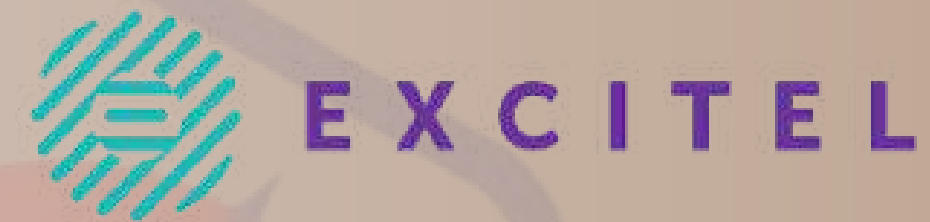




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# Pattolika Pvt. Ltd. Pan-India Reach



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Pattolika operates across major cities in India, delivering HR Solutions tailored to regional industry needs.

- **West Zone:** Mumbai, Pune, Nagpur, Nashik, Aurangabad, Kolhapur, Ahemdabad, Surat, Vadodara, Rajkot, Bhavnagar, Jamnagar, Jaipur, Jodhpur, Udaipur, Jaisalmer, Panaji, Vasco da Gama, Margao, Mapusa, Daman, Diu, Silvassa.
- **North Zone:** Srinagar, Jammu, Gulmarg, Leh, Shimla, Dharamshala, Manali, Dalhousie, Kullu, Dehradun, Haridwar, Rishikesh, Nainital, Amritsar, Ludhiana, Jalandhar, Chandigarh, Faridabad, Gurgaon, Rohtak, Lucknow, Kanpur, Agra, Meerut, Ghaziabad, Varanasi, Prayagraj (Allahabad), Jaipur, Jodhpur, Udaipur, Ajmer, Bikaner, Kota, Kota, Chandigarh
- **South Zone:** Chennai, Bengaluru, Hyderabad, Kochi, Madurai, Mysore, Thiruvananthapuram, Pondicherry.

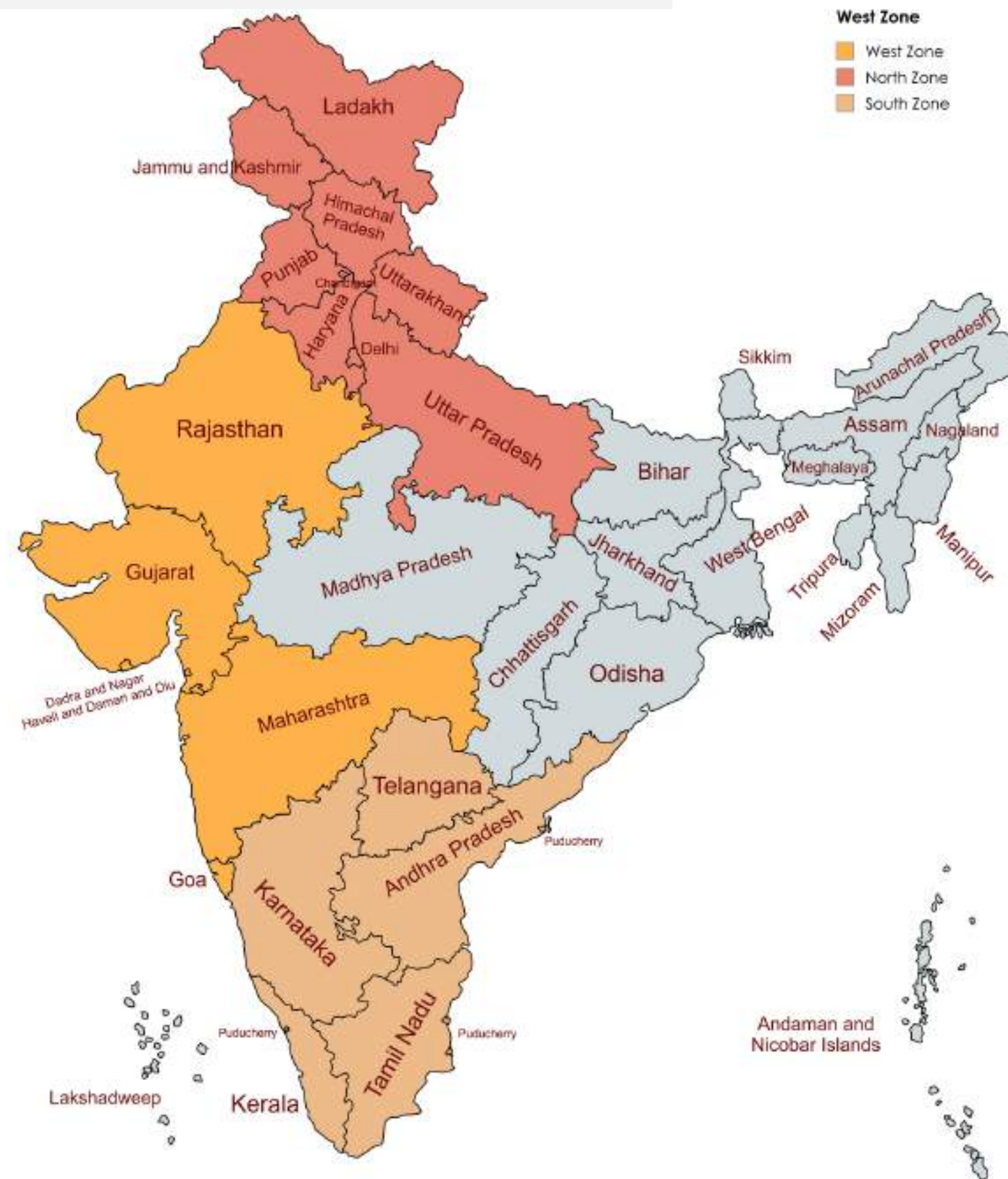
We connect talent with opportunity—across every zone.



# Pattolika Pvt. Ltd. Pan-India Reach



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Connect with Pattolika Pvt. Ltd.



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