



RIGHT RESOURCE

Shaping Your Future
Together



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Your company is
the sum of your
people

ABOUT RIGHT RESOURCE

We are a Business Consultancy firm duly registered under the laws of Kenya.

We offer Human Capital Management, Accounting, and Business set-up solutions.

We transform how Large, SMEs, and start-up companies approach business.

We offload non-core activities or functions from the executive, thereby improving business stability, increasing employee productivity, retention, compliance, and workforce management, and ensuring a conducive work environment that allows employees to be highly engaged and productive.

WHAT GUIDES US

Our Mission

To work with our clients to build the capabilities that enable them to achieve sustainable advantage. We are shaping the future together.



Our Vision

To become the preferred business management consultancy firm for investors and entrepreneurs globally

Our Values

- Confidentiality
- Professionalism
- Honest
- Integrity

OUR SERVICES

1 Recruitment, Selection & Onboarding

2 Workforce Training

3 Human Resource Management Outsourcing

4 Manpower Outsourcing

5 HR Audit

6 Payroll Administration

7 Finance, Accounting & Taxation

8 Company Registration and Secretarial Services

9 Expatriate Management

RECRUITMENT SELECTION AND ON BOARDING

We know how important it is to get the right employee for the role and how much time and effort that process takes. Right Resource offers a dedicated recruitment service designed to reduce the time you spend on and increase the success of your recruitment process; from sourcing the right people for the job to onboarding them.

OUR FOOLPROOF PROCESS



WHY US

- **Fixed-rate:** We charge a flat rate regardless of the role that you recruit, meaning that we do not take an extensive percentage of the salary
- **Vacancy listing:** We target our advertising across all of the major recruitment sites and job boards.
- **CV screening:** We ensure that only the most suitable applicants make it through to the interview.
- **Job Description:** We will assist you in preparing a job description for the role in line with your business needs.
- **Arranging interviews:** We screen and shortlist the most suitable candidates prior to meeting with you for the final interview.
- **Interview feedback:** We ensure all the interviewed candidates get feedback after the interview.



TRAINING AND DEVELOPMENT

Employee training and development programs are essential to the success of businesses worldwide. Not only do these programs offer opportunities for staff to improve their skills, but also for employers to enhance employee productivity and improve company culture.

WHY TRAIN

- **Attract young and energetic employees**
- **Build a loyal and committed workforce**
- **Talent retention.**
- **Improves competency, flexibility and efficiency of employees**
- **Knowledge transfer**
- **Equip employees with the skills required to run the business better.**



HUMAN RESOURCE OUTSOURCING

HR outsourced services are meant to convert the HR department's fixed costs into variable costs. Your company can invest effectively in the core business activities while allowing us to professionally manage the human resource functions and help to mitigate risk that come with Human Resource Management disputes

HOW WE DO IT

- **We assign a dedicated HR consultant who will visit your office at agreed specific periods of time.**
- **We offer a complete start-to-end HR administration and management**
- **We develop, monitor and implement the HR operating policies & procedures.**
- **We ensure that all your employee files are well maintained in physical & soft files with all requirements being up-to date.**
- **We maintain your staff's leave records and ensure that it is in line with the employment Act.**
- **We develop an organization structure for clear guidance on the flow of authority as well as reporting lines and facilitation of manpower planning.**
- **Where applicable we manage shift attendance and reporting**
- **The consultant as an observer advises the client on the most efficient ways of doing business from a Human Resource perspective.**
- **We keep the client updated on new regulations in the field of labor.**



HUMAN RESOURCE ADMINISTRATION

Implementing HR processes and running the administration of employing staff can be time consuming but you can outsource this for a fraction of the cost.

HOW WE DO IT

- **Manage all HR administration e.g. sending out contracts, issuing reference requests, and updating your online HR System.**
- **Administer and issue all your employee-related letters.**
- **Send out notices for legal requirements e.g. Labour office letters.**
- **licenses and statutory registration e.g. NHIF, NSSF registration**
- **Implement an HR system for you.**
- **Manage benefit and payroll changes in your system.**
- **Attendance management and reporting**
- **Manage employee leaves and off days e.g. annual leave.**
- **Manage referencing and background checks (additional costs may be required)**
- **Work permit new application, renewal and immigration follow up.**
- **HR related documents management**



PAYROLL ADMINISTRATION AND MANAGEMENT

We handle the expensive and time-consuming tasks of payroll processing, payroll tax filing and guidance on statutory remittance to relevant bodies so you can focus on the core business. We will also take the headache of statutory deductions and remittance to relevant bodies ensuring that your company is fully compliant.

HOW WE DO IT

- **Ensure compliance with all statutory regulatory authorities**
- **Salaries computation**
- **Issuance of pay slips**
- **Payroll reports**
- **Statutory reports and remittance**
- **Payroll Audit**
- **Preparation and issuance of P9A**



BESPOKE RISK AND COMPLIANCE ISSUES

The online audits are designed to ask you questions about your business to enable us to identify any risk to you as a business and more importantly to be able to provide you with guidance and support as to how to do de-risk these. Sections of the HR risks and compliance Audit include questions about processes, policies & procedures.

AREAS OF OUR FOCUS;

- **Nature of your business & Business location**
- **Number of employees**
- **Employment terms & conditions**
- **Employee benefits administration**
- **Recruitment process**
- **Probation period and its management**
- **Disciplinary & grievances handling processes**
- **Separation policy & procedure**
- **IT Usage/ data protection**
- **Personnel Files management**



MANPOWER OUTSOURCING

RRK is the perfect partner when it comes to outsourcing staff that facilitates/ accelerates business process and growth. Outsourcing of staff is a critical business strategy that allows companies to focus on their core business operations while accessing splendid staff administration services, expert statutory compliance along with dedicated HR support.

WHO WE OUTSOURCE



WHY OUTSOURCE

- Reduced cost – saves labor and operational costs
- Reduced time spent on employee administration
- Cut cost on other non-remuneration cost
- Eliminate the need to build a bigger work force
- Comply with any industrial regulations
- Gain access to skills and expertise
- Manage operational risks when expanding or scaling
- Consult on best practices and discover how to improve productivity
- Create a working environment that is attractive to the most qualified employees



FINANCE AND ACCOUNTING SERVICES

RRK is the perfect partner when it comes to keeping your books of account updated, reconciled and compliant with set standards. These services are critical business strategy that allows companies to focus on their core business operations while accessing splendid professional input & advisor. We ensure that you get a dedicated accountant for your account who is accessible on at all times. Our mode of offering services is hybrid (defined visits on site & remote).

AREAS OF OUR FOCUS;

- Recording day to day Accounting transactions
- Ledgers maintenance
- Accounts Receivables (A/R), Accounts Payables (A/P) management & reporting.
- Cash & Bank reconciliations
- Statutory reports and filing of returns
- Taxation-Filing, remittance; tax health checks
- Fixed Assets management
- Stock count & management
- Review of Internal controls, systems & Procedures
- Debt recovery and reconciliation of disputed overdue accounts
- Cash flow Management.
- Advice on Cost reduction opportunities
- Preparation of Financial Reports (Monthly MIS)
- Facilitation of Annual Audit



BUSINESS SET-UP AND COMPANY SECRETARIAL

RRK is the perfect partner when it comes to setting up new business venture in East Africa and beyond. We come in, understand your mission & vision, objectives, other needs and facilitate its actualization through our expertise. We have vast experience in dealing with startup businesses and understanding all the essential requirements right from;

AREAS OF OUR FOCUS;

- Business /Company registration,
- Business plan & Marketing strategy
- Facilitation of bank accounts opening.
- Facilitation of change of ownership (Shares transfer)
- Director admission & resignation
- Statutory compliance with relevant authorities,
- Corporate events planning and management e.g. product launch.
- Scouting of office & Lease negotiation
- General business advisory



EXPATRIATE MANAGEMENT

Lately, a host of non-traditional global workers have emerged, such as self-initiated expatriates, expatriates, international business travelers, short-term assignees, and international commuters. Recently, expatriates in non-corporate communities, such as diplomats, academics, international school teachers, international volunteers, military, missionaries and sports professionals.

RRK supports such expatriates with the processing of travel and official documentation, to school and job placement

WHAT WE DO

- **Immigration support**
- **Compliance with immigration policies**
- **Advisory and negotiation of remuneration packages**
- **Management of Logistics**
- **Special Tax regime planning and social security analysis**
- **Expatriate Payroll Management**
- **Expatriate year end compliance**
- **Expatriate repatriation**



WHY CHOOSE RIGHT RESOURCE

- Risk reduction and transfer (employment legislation is becoming ever more complex and the penalties for non-compliance potentially business-threatening)
- Flexible solutions and costs (scalable up or down quickly)
- Access to broad skills and experiences
- Enable in-house HR if there is one to focus on strategic matters
- Remove non-operational distractions from the line
- Access to industry best practice
- Remove pressure to recruit, manage and motivate a diverse in-house HR team
- Give Employees a stronger career path
- Increase commitment and energy in non core areas
- Turn fixed cost into variable cost
- Reduce costs to superior provider performance and provider's lower cost structure
- Gain market access and business opportunities through the provider's network
- Commercially exploit the existing skills



SOME OF OUR CLIENTS





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