



# COMPANY INTRODUCTION



## About Us

Quantum is a **Professional Human Resource (HR)** firm with a focus in **Myanmar**.

Our services include **Executive Search, Manpower Outsourcing, Payroll Management** and **HR Setup**.

We have a strong relationship with local HR stakeholders including ministries, government agencies, local authorities, professional associations and Subject Matter Experts.

We support our client's HR needs through a methodology integrating **international best practices** with **in-depth knowledge of local perspectives**.

**Executive Search**



## Executive Search

Our Executive Search service helps you to solve business problems through the recruitment of the right talent.

We leverages on an in-house methodology to recruit the most suitable candidates for your company based on aligned capability & fit.



## HR Services



## HR Services

### We offer different Payroll Solutions to cater to your needs

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#### HR Process Outsourcing

- **Reduces the fixed cost** of processing HR functions internally
- Internal Team can emphasize more on the strategic matters
- Creates efficiency for HR functions in comply with **Myanmar labour laws**

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#### Payroll Outsourcing

- Quantum will **support your company with the full payroll function\***
- Increase **salary confidentiality** as no employee will have any salary info
- **Ensure accuracy** and compliance without **hiring expensive** HR Team

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#### Contract Manpower

- Your employees will be **recruited by Quantum** OR
- Quantum will provide you relevant employee based on your needs
- Offers you **recruitment flexibility**

\* Payroll function responsibilities includes registration with Labour Office, setting up of bank & SSB account, payment of salaries SSB & Income tax, timesheet calculation, reports preparation

## Payroll

Our team of Quantum payroll experts will ensure your company's payroll is managed efficiently and effectively

In-depth knowledge of **local regulations** to ensure full compliance

**Strong network** with banks, insurance firms, IRD, TLO, SSB & other stakeholders to ensure **efficient process**

Experienced in **engaging effectively with your employees** to ensure their satisfaction

Incorporating **international best practices**

Highly **customized** for your needs with **full support**

**Full documentation** to be ready for auditing purposes

## Consulting & Training

Customized & effective consulting & Training based on International experiences & local practices





## HR Setup

# Develop HR policies to align with both global practice & local laws, while also managing stakeholders

Model	Description
<b>Short-term Basis</b>	<ul style="list-style-type: none"><li>• Understand your requirement and concerns to develop a customized HR policy guidebook</li><li>• Provide general advisory service on management of stakeholders</li><li>• Provide initial payroll &amp; registration admin support with stakeholders (if required)</li></ul>
<b>Retainer Basis</b>	<p>Provide above services and</p> <ul style="list-style-type: none"><li>• Monthly payroll, SSB &amp; IRD support</li><li>• Provide continuously customized solutions for management of stakeholders</li><li>• Involved directly with the management of stakeholders including Township Labour Offices (TLO), Labour Union, Ministry of Labour</li></ul>

*Services include setting up of HR Policies eg. HR Guidebooks, shift hours, salaries, benefits (eg. leave entitlement), training bonds and Stakeholders Management with Township Labour Offices (TLO), Social Security Benefits (SSB) Office, Internal Revenue Department (IRD) office, Labour Union, Ministry of Labour*

# Thank You



## Address

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