

OUTSOURCING SERVICE FOR

HR Management

Your Local Office for Global Business



About Us

Background

itias Global Network is one of the largest financial and corporate services networks globally, composed of expert accounting, consulting, and auditing firms.

itias Global provides companies across various markets and industries with cloud-based software tools to join the digital transformation initiative, where multinational businesses can expect the same consistent standards of service quality, delivery, and commitment.

Mission

Deliver the right solutions to our clients through long-term relationships built on experience, insight, and teamwork.

Help our clients reduce their administrative costs while providing support of the highest quality.

Create a business environment that attracts, develops, and retains the best talent.

Provide stockholders with the best return on their investment.

Vision

Become a globally reliable, effective, safe, and cost-effective provider of quality innovative global Accounting and Corporate Services, that satisfy unmet management needs.

What We Do

We provide global Accounting and Corporate Services at the most competitive prices. We help clients drive their businesses to their maximum potential by delivering high-quality services including Accounting, Human Resources Management, Business Consultancy, and Tax Solutions.

Accounting & Corporate Services
itias



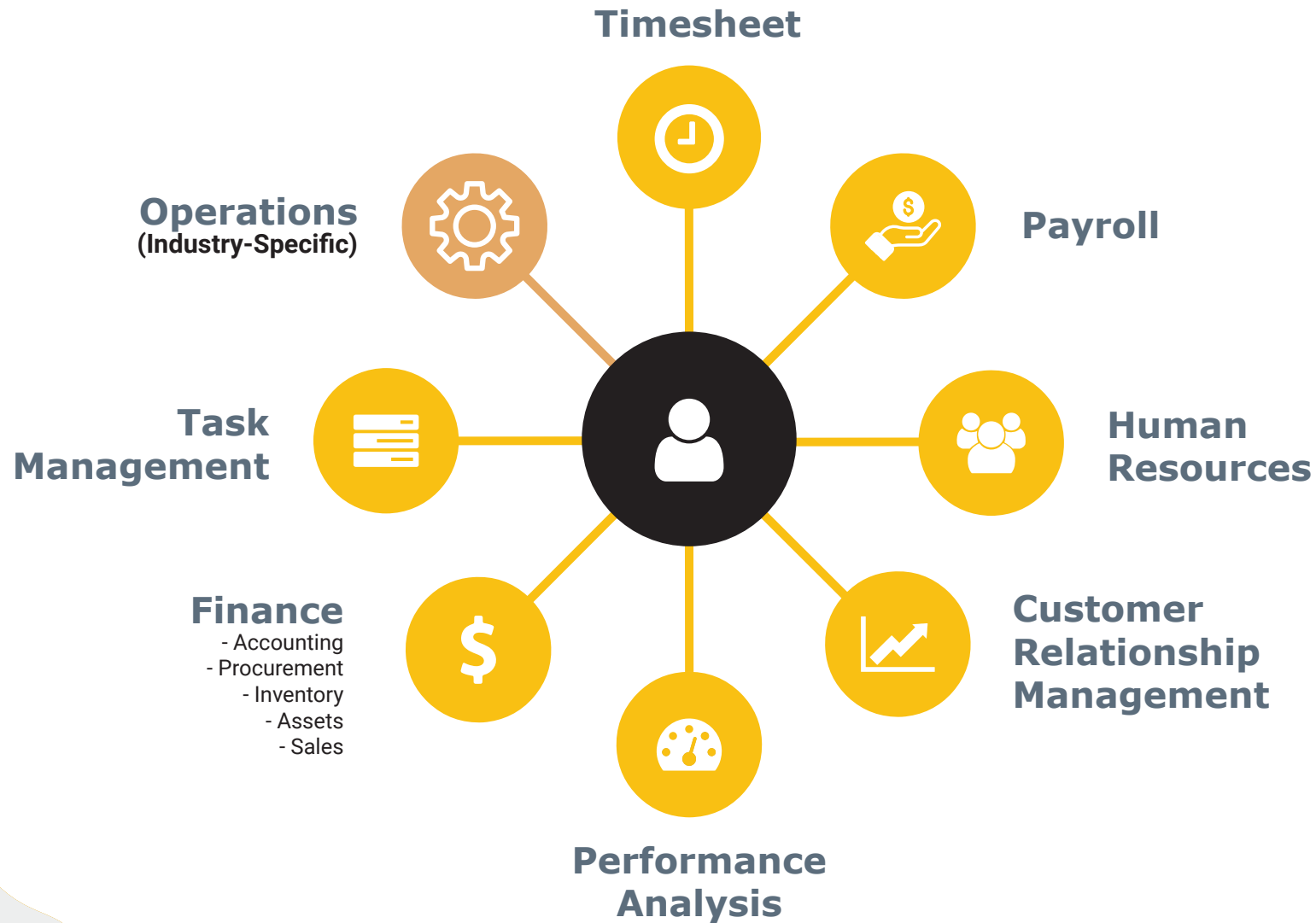
Information Technology Tools

We use an innovative cloud-based Enterprise Resource Planning (**ERP**) system known as WallPost Software. It is designed according to international standards to meet clients' needs in different industries.

WallPost Software is equipped with intelligent modules to smartly monitor and enhance the performance of the company and staff. It produces a variety of financial and management reports which can be used by managers and shareholders for more efficient decision-making.

WallPost

Core Modules



WallPost Software's objective is to deliver the following results:

- Automate the company's policies, procedures, and processes
- Assist in the company's formulation of rules, regulations and processes
- Increase staff engagement and retention
- Measure performance and staff appraisal
- Identify problems before their onset



HR Management

Organizational Development

- Reviewing the company's mission and vision, core values, size of its labor force and HR teams
- Evaluating the current situation
- Implementing and developing organizational policies and procedures.
- Managing data
- Setting up effective organizational structures and processes

HR Policies and Procedures

- Providing business travel policies
- Handling processes and procedures on grievances
- Issuing Performance Management reports
- Implementing progressive discipline or disciplinary action
- Hiring and managing recruitment
- Handling employee separation (resignation, termination, and retirement)
- Employee benefits and eligibility: death benefits, bereavement leave
- HR training and professional organizational development

Labor Law Compliance and Record-Keeping

- Setting up a bookkeeping system for employee records
- Filing employee personal profiles
- Documenting employee summaries (new hires, separation, gender population, etc.)
- Reporting document expiry summaries
- Managing employee leaves

Diligent Monitoring of Employee Leaves

- Keeping record of employee timesheets and attendance punctuality
- Tracking team and department attendance sheets
- Forecasting employee/department leaves
- Arranging handover and leave payments



Performance Management

- Deploying a thorough performance management program designed to encourage talent and leadership development within the workforce
- Assessing the employee's effectiveness and productivity
- Serving both administrative and developmental purposes
- Guiding decision-makers with employment actions, personnel planning, training, and development
- Providing top management with monthly individual and departmental performance evaluations according to a fixed set of job-related indicators and KPIs



Human Resource Management Reports

WallPost reports include, but are not limited to:

- Disciplinary action
- Employee documents expiry and renewal cost
- Employee cumulative performance
- Employee leave balance
- Employee summary count

Other Services



Accounting



Recruitment



VAT Refund



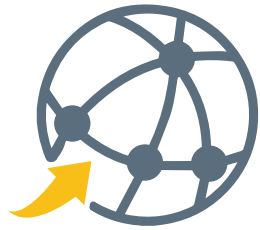
**Management
Advisory**



Bookkeeping



**Payroll
Processing**



**International
Business
Registration**



**International
Trademark
Registration**



**General Data Protection
Regulation (GDPR)**



**VAT Registration
and Compliance**



**Manpower
Outsourcing**



**WallPost ERP
Software Solution**

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Accounting & Corporate Services

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