

Dec 25 2019

Managerial services Catalogue

Bhadale Group of Companies

Bhadale Group Pvt. Ltd Programs and Services

Our group has expertise and experienced staff who offer various managerial services and have served projects of national and international importance. Below are key program related services based on the PMI guidelines and personal learning, managerial courses, licenses and project work

Managerial programs

	Management	

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We offer end to end managerial services, offered by international reputed engineers and managers who have vast experience in managing programs, projects and company services. We have a team of Chartered Accountants, Chartered Engineers, Cost Engineers, Human resource managers, International Payroll managers, network of Govt. and Embassy officials, members of Chamber of Commerce, Lawyers and experts from across the globe who can offer services as per your project needs and your personal interests

We are honest in all our undertakings and offer transparency and an amicable environment for resolving any misunderstanding or cultural uniqueness

Please find below the service offering details of the above mentioned programs. Feel free to reach out to us.

Service details for Bhadale Group Pvt. Ltd Pvt. Ltd

Management Division programs – Managerial services



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We have a large set of offerings; few are mentioned below

No	Name	Key component features / Use cases
1	Program Management services	PMI certified Agile manifesto based program management services Few of our key services: a) Analyze your current organizational setup, and need for initiating a program b) Offer high level vision, objectives, expected results of the program as part of your organization strategy c) Identify existing portfolios, programs and projects / proposed projects and arrange them as per priority, time, material and execution capability d) Capture, analyze and define program lifecycle for your organization as part of Organization Governance aligned with your organizational strategy

- e) Draft the program plan with details of program domains, stakeholders, PMO, tenure, objectives, expected benefits and the key staff
- f) Program definition, Program Delivery, Outputs / Outcomes, benefits consolidation & sustainment and Program Closure as part of the Program Life Cycle model
- g) Design of Business case, program charter, and roadmaps and capture them in a detailed plan
- Our Program manager, offers effective alignment, integration and control of projects by actions in five domains: Program strategic alignment, Program Benefits Management, Program Stakeholder Engagement, Program Governance, and Program Lifecycle management
- i) Design program components for the five performance domains and related activities
- j) Collaborate with your portfolio managers, project managers, peers, organizational heads, and executives to understand their needs and refine the program staffing, strategies and alignments that ensures maximum benefits are generated
- k) Monitor program dependencies ,assumptions, issues, and risks, document and offer root cause analysis, mitigations and improvements
- Establishing of Program management office (PMO) based on need to offer standardization, uniform processes and right set of tools for a group of projects or complex, multi year projects
- m) Leveraging on the agile method, offer incremental and parallel outputs from various modules, projects that offer a subset of the deliverables and benefits that follow an earned value concept and work completion charts
- n) Draft benefits realization charts and facts that allow visualizing work progress and expenditure on the program along with other KPI metrics
- o) Offer stakeholders, and sponsors the required data and benefits delivered to the organization along with any suggestions/ feedbacks for improvements
- Engage with external partners, parties to ensure the required help and deliverables are made available as per program needs
- q) Offer standard paper / electronic based forms, technical designs, management letters, change management, benefits delivered, staff instructions, charts and expense management sheets
- r) Oversee the program activities like: Program change management, Program Communications management, Program Financial management, Program Information management, Program Procurement management, Program Quality management, Program resource management, Program Risk Management, Program Schedule management, and Program Scope management

Few of our key services:

- a) Engage with the sponsoring team, key stakeholders and understand their concerns/ needs, scope and limitations
- b) Analysis of need of Project Management at your organization various methods
- c) Identify, capture and analyze the Initiating process / process group's objectives, deliverables and processes to be followed
- d) Define and establish the base as specified by the initiating process group by developing Project Charter and identifying the stakeholders
- e) Document the details in Project charter and Stakeholder registry
- f) Define Project planning and develop Stakeholder management plan, Project management plan
- g) Define Scope management plan, Requirements management plan
- h) Draft Requirements documentation, Requirements traceability matrix
- i) Create WBS and document the details of the work, resources
- j) Define and draft Risk management plan, identify risks and generate Risk register
- k) Perform Qualitative/ Quantitative Risk Analysis, draft risk Responses to be updated to project documents
- Estimate Activity Resources and generate Activity resource requirements and Resource breakdown structure
- m) Define Schedule baseline, Project schedule, Schedule data and Project calendars
- n) Define Quality management and draft Quality management plan, Process improvement plan, Quality metrics and Quality checklists
- o) Human resource management plan
- p) Define Cost management plan, draft Activity cost estimates and Basis of estimates
- q) Determine project budget and draft Cost baseline and Project funding requirements.
- r) Acquire and Develop and manage Project Team; allocate assignments, measure performance, resolve issues and reward the winners
- s) Direct and Manage Project work to be delivered, with agile based change management process
- t) Define Communications plan, manage stakeholders engagement, and update related project documents
- u) Perform Quality Assurance plans and management
- v) Conduct Procurements by selecting sellers, and drafting agreements
- w) Define and draft monitoring and controlling documents for scope, time, cost, quality, communications, procurements and engagements
- x) Conduct Project closure activities like Final product, service, or result transition, updating Organizational process assets, and Closed procurements
- y) Update project feedbacks, logs and lesson learnt data
- z) Handover project tangible/intangible assets to initiating process group

Project Management services

Our company secretaries are well versed in the basic and advanced concepts are below:

Company Types, Company Formation And Conversion, Alterations In The Memorandum And Articles Of Association, Forms, Directors/ MD And Board Of Directors, Shares/ Issue Of Securities, Issue And Redemption Of Debentures, Appointment / Updating Of Directors And Managers, Appointment / Updating Of Auditors, Corporate Books/ Registers/ Registered Office, Company Seals/Letter Heads/ Cards/ Brochures, Minutes, AGM/ Decision Making Forums And Meetings, Resolutions And Notices, Annual Compliances, Auditing, Electronic Records Management, Transactions Management, Tax Management, Risk Management, Company Policies, Labor Laws, Licensing, Preparation & Presentation Of Reports, Governance, Ethics, Social Responsibilities, Accounts Managements, Banking Relations, Partner Management, Company ERP Management, Digital Signatures, Security, Bank Accounts Reconciliation For Auditing, Online Transaction/Inventory Management, List Price/ Discounts Management, Assist Book Keeping For Ledger Entry Verifications, Offering Safer, Easier Means To Conduct Business, Export/Import, International Contract Liaison With Govt. Agencies, Approvals And Management Of Deals / Undertaking That Need Permissions, Or Licenses, Global Developments In Company Law, Avoiding Legal Disputes By Maintaining Healthy Business, Regular And Annual Random Checks, Dividends Management/ Distribution Of Profit, Charges / Govt Fees, Law Management, Insider Trading, Inter-Corporate Loans, Investments, Guarantees And Security, Best Practices, Voting Rights/ Procedures, Dissolution / Filing For Bankruptcy, Shareholders Management/ Communications, Security Of Documents And Assets, Labor Inspection/Inspectors Records, Display And Management Of Company Polices/ Certifications/ Trade License, Educating / Instructing Of Local Companies Act, Shop Acts, Trade Licenses, Labor Laws, Ceiling Limits, TDS, GST, Payroll Deductions, Federal/ Provincial Laws/ Tax Portions, Social Security, Insurances- Medical, Assets, Fire, Theft, Professional Taxes, GST Credit Claims, Employee - Employers Relations / Policies, Strikes/ Lockout Resolutions, Grievance Addressed, Ensuring Healthy Business Outputs, Availability Of Required Cash Flows / Operations Management, and Bank guarantees

Company secretarial services

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International expansion services for specific countries where have a presence, like Dubai, Ireland and Canada

Company registration services (full options) Few of our services are mentioned below:

- a) Engaging with your team to know your requirements, budget, office type locality, services you will offer and type of support you need from us
- b) Post analysis, offering you a refined solution with your obligations in an international scenario, your local liabilities, presence of local authorized agent, possible tax rate, licenses, permits, local rules, by laws and possible market

- c) Offering you related software / cloud packages as per number of employees, requirements for audits, company secretary
- d) We offer services that are most transparent without hidden charges and have no conditions, apart from the End user License agreements, license fees and our service fees
- e) Appointment of any digital book/ register keeper for your firm on a lease basis

Company mobility services

- a) We offer mobility of professionals across intra-company, country borders legally for their better prospectus
- b) Our services are short term or long term based on the need of individual, laws, and visa policies
- c) We offer training, remote support for all the documentations, proofs, eligibility, capability building, test preparation and language skill improvement workshops
- d) On the official side, we assist you in filling relevant forms in full and approaching

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i i]	Govt. offices for official letters, Notary, apostille, embassy stampings and test
: : :	 		centers for medicals and skills assessments
		e)	We assist your professional developments like taking up licensing exams from
			Engineers Australia, Engineers Canada and other societies
		f)	We work with legal entities and offer eligible merit based offerings
		g)	We help you in developing your mobile kit as an individual or as a firm that
	; ! ! !		ensures you are ready for your relocation
	; ! ! !	h)	We assist in temporary and long term accommodation at your target location
! !	! ! !	i)	We assist you in interview prep for port of entry and visa interviews that enable
 			you to offer your legal status, purpose of work and true work and return to base as required
! ! !	 	j)	We offer hassle free relocation support for your goods, family and pets
! ! !	 	k)	We offer local help, post landing with all your home office, food, doctor, mobile
	 	! !	phones, reaching out to your family back home and other services that enable
! ! ! ! !			you to become a resident
		We foll	ow and offer various international services; few key ones are mentioned below:
! ! !	 		, , , , , , , , , , , , , , , , , , , ,
	 		ISO 30408, Human resource management – Guidelines on human governance
; !	Company HR services	<u> </u>	ISO 30405, Human resource management – Guidelines on recruitment
i ! !			ISO 30409, Human resource management – Workforce planning
! ! !		! ! !	ISO 30400, Human resource management—Terminology
		Some o	of our service offerings are:
 		a)	We offer skills gap analysis, training and certification needs, employability
! ! !			analysis and resume writing programs
: :		b)	We help clients, candidates and hiring managers with the right set of tools that
		<u> </u>	enable them to self assess, prepare and apply for human talent resource
i ! !		-\	requests like a job, a skilled labor, visa ready employee
9		c)	We analyze human capital/ human assets and offer true value of internal candidates
! ! !		d)	We analyze your business, its needs, shortage or under-employed, over-
: :		u,	employed mismatches that allow you to arrive at a true baseline for engaging
			with external resources at right time and right locations
i I I		e)	We assist companies to improve productivity and continuous improvements by
! ! !	 		way of recycling various internal resources and brining in new resources
		f)	We offer matured candidates who really achieve results and do not have bars
			based on age, gaps, age, being a freelancer or anything that is not true
		g)	We offer templates for major HR activities, true appraisal methods (using blind
	1 		appraisals), and blind hiring that eliminates most of the bias in the system
		h)	We offer AI based collaborative hiring assistants that enables better decision
	 	!	making
	 	i)	We offer various charts, KPI and MIS reports that enable you to know the various
	; ! !		cost factors associated, how well investor money is being used and who is a
i !		<u> </u>	rotten mango in the basket

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Manager 10	Company travel / hospitality / visa services	j) We offer you assistance to rehire your alumni who really have supported you and they know you well k) Best practices from organizations like Association for Talent Development (ASTD), Human Capital Institute (HCI), International Association for Human Resource Information Management (IHRIM), and Worldwide ERC Standards: 1. OpenTravel Alliance (OpenTravel) 2. Hospitality Financial and Technology Professionals (HFTP) 3. Hotel and Lodging Associations 4. IATA's ERP modules like Billing and Settlement 5. Digital wallets from Google, Apple 6. Travel planners, city guides a) We offer true relationships between a variety of suppliers, products, destination marketing organizations, operators, and travel agents b) We cater to the employers and family needs like transportation, accommodation, food and beverage, recreation and entertainment, and travel services c) We analyze your travel needs, be it a business trip, vacation, short or long term travel, relocation or work related d) We offer you data entry, bookings, ticket management, reservations all based on your needs e) We leverage on our expertise and deep relations with various international agencies, societies, travel agents, forex agents, and offer you in advance travel advisories f) We offer you visa assistances with filling your forms, fixing appointments, interview guide, and culture orientation for those new travelers g) We offer you with tools, apps and data that enable you to manage any situations, emergencies and important contacts that help you resolve any issues during travel
		g) We offer you with tools, apps and data that enable you to manage any situations, emergencies and important contacts that help you resolve any issues

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- setup your international trading account (intra-company, subsidiaries)
- b) Offering you a list of Banks, agencies that can help you in the online trade, forex transactions
- c) Advise on commodity trade (buy/ sell) for your plant's raw material or high value goods that might be traded using online trading platform
- d) Offer you advise on the registration of your trading unit at required stock exchanges, prime/ secondary markets

Manage	rial services catalog	gue Bhadale Group of Companies
14	Company Embassy / Consular services	We offer key services for India, Canada, USA, EU, and Australia: a) Apostille on originals from Ministry of External Affairs b) Embassy stampings/ approvals from popular countries c) Visa form filing preparation services d) Assist in proof reading of forms and data as per country norms e) Data entry and online submission support f) Related visits to commissioner's office, labor ministry, HR departments g) Visits to Universities for Official transcripts, course syllabus and accreditation letters h) Background, police, medicals related support i) Pre and post landing services
15	Company Legal services	We offer International legal services for various purposes, few are mentioned below: Standards 1. The UN Guiding Principles 2. National Action Plans 3. Foreign Corrupt Practices Act (FCPA) Compliance Program 4. Banking Law 5. Consumer Protection Laws 6. European Business Law 7. Foreign Investments law 8. International Competition Laws 9. International Labor Law 10. Law and Economics of Antitrust Regulations 11. Securities Regulation Few of our key services a) Employment legality , Notary , Court approvals , Statutory declarations related to employment gaps, freelance work, non criminal statements b) Declarations related to family relations, onsite assets, income and any court matters related to marriage, separations, child adoption etc c) Legal status of domicile status, resident status, and citizenship d) Offer to support you in dual citizenship, green card/ resident card applications e) Resolving employment / labor acts related issues, settlement or harassments f) Settling non-compliance matter like salary disputes, passport withheld, deportation, non human acts, sexual assaults , work place safety g) Settlement of pensions, gratuity, insurances, policies and IP h) Support your firm in filing for any non standard services offered, pressure from authorities, under-table dealings and corruption i) Approaching various local courts and International court of justice j) Filing for FIR in case of cyber crime, online theft and frauds k) Corporate law, ethics, work place evils, corporate social responsibility

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16	Company partnership services- products, services, trainings, university tie- ups	a) Company ventures, subsidiaries, partnership deals, agreement, MoU b) Research collaboration, ventures, bilateral tie ups c) Trans-Pacific Partnership Negotiations with partners: Australia, Brunei, Canada, Chile, Japan, Malaysia, Mexico, New Zealand, Peru, Singapore, the United States (U.S.), and Vietnam d) The WTO TBT (Technical Barriers to Trade) Agreement e) World Banks PPP ventures agreements, guides f) The Comprehensive Economic Partnership Agreement (CEPA) is a free trade agreement between India and South Korea g) The Comprehensive Economic Partnership for East Asia (CEPEA) h) Free trade with Nepal, Thailand, Srilanka, Bhutan, Chile and Singapore i) Canada-India Comprehensive Economic Partnership Agreement Negotiations j) Indo-German Joint Declaration of Intent for Joint Cooperation in Research & Development on Artificial Intelligence
17	Company sales / marketing / ERP-CRM services	Few of the standards: ICC's Advertising and Marketing Communications Code — or the ICC Marketing Code Our key services a) We help you develop a great International sales and marketing plan b) We recommend you great products for your sales, field operations management c) We offer you insights and our research details that help you select market segments, locations that will fetch best returns d) We offer you ethical ways of networking, sales and cold calls e) We bring awareness of the local laws on selling in public f) We offer trainings for effective sales pitching, follow up and drawing client's attention g) We offer you to localize your products based on local preferences h) We assist you in getting the quality mark on your product
18	Company startup services	Few of our services: a) Assist you in planning your innovative product or service b) Helping you in getting approvals from Govt. agencies c) Assist you in getting the loans d) Assist you in startup visas e) Assist you in launching your service in international market f) Assist you in adopting digital platforms

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New age management services			
19	Enterprise Resource management	Priority is managing the resources effectively, efficiently and using true value returns of the incoming resources; all the resolutions will be blink audited by external agencies to ensure that available free resources are not at a disadvantage. Allotment of funds to resources, especially salary, hikes is matched with alternate resources that are available, irrespective of their availability that ensures investors have a clear idea, where the funds are flowing. Even though companies decision is final, they will have to bear the consequence later on if the audit finds that they have hired their near and dears and have made a big hole in the productivity of the project, investors money and country at large	
20	Value-driven company	Every person, be it owner, or worker has to generate value, there will be no hierarchical systems and owner also plays a role and guides the project. Clients have full privilege to disqualify the project and re-allotted to another party if found guilty. Value managers will monitor in a 2 way blind audit and report true value delivered. There might be cases where value may be low however worker is honest; it is possible a highly productive worker might be lazy or gives wrong directions(racist, castist) to peers may have to quit	
21	Cost-driven management	Based on cost incurred to the productivity ratio, the company generates figures that show that is eating away undeserved money. Owner is also in scope and mere bossing, signing papers does not add value to the economy of the country	
22	Agile company	All activities are JIT type, be it hiring, firing, project delivery etc. If resource is wrongly hired, unable to deliver, it will be removed and new one is replaced until best possible is achieved. No favoritism of any sort	
23	Borderless company	Company is not a local one; however it is global in nature, not even an MNC. It is borderless and hungry for innovations, expert teams all over the world. A pre-screened pool by international experts/ exams will decide the merit and hiring chances	
24	Result-driven company	This is typically for firms that have well defined activities, experts who know what they can do and not relying on hiring managers to offer them good candidates. From a pool of online resources project owners and experts pick up from a blind selection the team. This avoids bias and personal judgment by hirers until they have been offered by the panel.	

Manage	erial services catalog	gue Bhadale Group of Companies
25	Anonymous projects - 2 way blind jobs	Projects offered / tendered do not have any company name, origins and only base requirements and funding options are offered. At the service provider end, no name origins are given. An intermediate broker who is unaware of anyone does the selections from the applied ones plus any external interested parties not know to him. This ensures granting of projects to right team and never carried away by distractions or avoids race profiling
26	Virtual work	This is an online project work that helps firms to collaborate, live and work virtually with few local system requirements. Cloud based IDE, tools, team, API, ERP, and company assets need to be robust to support this theme. Again bidding process can be blind type
27	Co-working	This can be virtual, near-shore, offshore or local. However, this is post award and post selection, which ensures there are no compatibility issues. Necessary arrangements to support this type of work is to be offered by Govt. or sponsors
28	Operations Research management	We offer Operational research (OR) services for companies to enable them to get the insights of the operational / production environment, not limited to a particular area, can be applied based on need to other areas. OR encompasses the development of mathematical models and the use of a wide range of problem-solving techniques applied in the pursuit to improve decision-making and productivity; we offer services such as simulation, mathematical optimization, queuing theory and other stochastic-process models, Markov decision processes, econometric methods, data envelopment analysis, neural networks, expert systems, decision analysis, and the analytic hierarchy process We initially setup meetings and workshops that allow us to use ethical ways of dealing issues, respecting data and workers' privacy, and any details that might be compromised / leaked. We then scope our work for initial prototypes and proof of concepts and capture the required company details to feed our models. We design mathematical models, What if scenarios, simulations and generate a historical map of events, major milestones and profit/ loss under various setups. We then analyze the models, train and setup ML models to generate future simulations and predictions along with recommendations and various parameters under the conditions
29	Anonymous hiring	Blind fold hiring, right from screening, short listing, interview and offer. Only when the need to offer appointments will the sponsor know the candidate. This avoids unnecessary bias and favoritism of whatsoever. There will be no support to cancel later

Managerial services catalogue		gue Bhadale Group of Companies
		on by HR as these are supported by investors and owner is not allowed to interfere, even after appraisals
30	Sustainable company management	Best practices, external auditing, role management, productivity management, KPIs, resource true value study, non performing asset management all help in sustaining the firm for a long term. If owner is biased, then Govt. in public interest can remove the person. Mostly useful for public sectors and multiyear projects
31	Dynamic company - on demand workers, investors	Similar to agile however applied at top levels like Board, directors, managers and workers, all are chosen by investors on demand. Nothing is permanent, everything is project based. Salaries are based on project grade and work. There is no chance of middle managers corrupting the system. Every time new investors, new members are persuaded to ensure bias is not developed. Al can be used to randomize and select the teams
32	Company-less Peer2Peer, B2B, B2C, B2Investor modes of operations	Using block chains, Investors digital funds, use of AI for best possible matches of online resources, avoiding bias. Internal teams and external peer teams with niche offerings are matched algorithmically and investors' selects best choices of anything that offers best returns. Reliability of resources is pre-built and individual needs to qualify based on pure merit and licenses that demo the skills and capability

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