



PRIME PERSONNEL SERVICES



COMPANY PROFILE 2024



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Junction of Koinange Street
and Monrovia Street,
1 st Floor Room F2

About us

Prime Personnel Services Ltd was established in 2019 in Nairobi Kenya and has its operations in Kenya, Africa and Globally. We are accredited by the National Employment Authority (NEA), Member of Association of skilled migrant agency of Kenya (ASMAK) and also a member of Kenya National Chambers of Commerce and Industry (KNCCI). We aim at providing a better employment forum for both employees and employers by providing quality / professional human resource services Nationally and Internationally. We envision being the pace setters in human resource services provider in the region. In order to fulfill client requirement, we have developed a unique, interactive recruitment system that runs online at that provides employers with unlimited access to the best talent available from the region.



OUR MISSION

Our ambition is to be the leading global professional recruitment services provider solving unemployment problems to our clients, creating job opportunities to our employees and satisfaction to our shareholders.



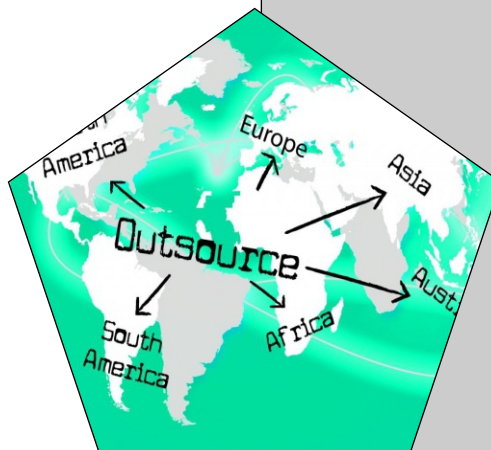
OUR VISION

To be a pace setter in the recruitment fraternity globally linking great people to great jobs.



OUR CORE VALUES

1. Integrity and honesty
2. Professionalism
3. Customer satisfaction
4. Exceeding expectation
5. Team work
6. Respect
7. Commitment



OUR SERVICES



1. Local and International Recruitment/ Head hunting

We offer recruitment services for permanent job positions as well as temporary contacts. We are a credited by the National Employment Authority (NEA), and recruits skilled, non-skilled and professionals to USA, CANADA, AUSTRALIA, GERMANY, POLAND, NETHERLANDS, UK, KINGDOM OF SAUDI ARABIA, OMAN, QATAR, DUBAI, BAHRAIN, KUWAIT, MAURITIUS, TURKEY and Africa among others.

WE SUPPLY

1. Medical professionals i.e. Doctors, nurses, care givers paramedics and lab technicians
2. Engineers i.e. electrical, mechanical, electronics, mechatronics and civil engineers
3. Information technology i.e. software engineers, data entry, system analysts and programmers
4. Agriculture and plantation i.e. farm workers/ manager, agro monist and laborers
5. Hospitality i.e. managers and assistant managers, waiters and waitress, cooks barista, beverage managers, bakers, housekeepers
6. Security i.e. guards, body guards, security supervisors
7. Vehicle/ heavy equipment operators /auto mechanic and maintenance i.e. light vehicle drivers, car van drivers heavy equipment operators truck, lorry, trailer folk lift/ crane diver roller operators, Heavy duty mechanics
8. Building construction and maintenance i.e. electrician, plumbers, welders, carpenters, painters and masons
9. Administration i.e. office managers, sales and marketing, cashiers, secretaries, store keepers, tea boys/ girls and data entry operators
- 10.Domestic workers/house maids,Managers/ house boys/men, room cleaners/nannies (housecare givers)



OUR SERVICES



OUR RECRUITMENT PROCESS



Receipt of
Requirement
from Client



Search in our
Data Bank for
Qualified
Candidates



Advertise in Our
Social Handles for
sourcing appropriate
candidate



Shortlisting
Applications



Interview by
Experts



Practical Test
of
Candidate



Final Interview by
Employers
Representative



Complete
Medical
Examination



Orientation for
Company & Job



Process Visa
for Selected
Candidate



Complete
Immigration
Formalities



Departure
to
Destination

OUR SERVICES

Prime Personnel



Linking Great People to Great Jobs



2.

LABOUR OUTSOURCING

Companies out source the Human resource components especially for the none core staffs . We manage the component right from recruitment, monitoring productivity, evaluating performance to payroll management. We handle employee's industrial relations, statutory management among other functions

3.

Payroll service/ Salary survey

We provide you with industrial /prevailing market salary levels to enable you make informed decisions based on labour laws and employment act

4.

Background checks

We routinely provide background checks to our clients as requested we check the following aspects

1. Academic credentials with relevant examining bodies
2. Previous employment records
3. Criminal records and any other details as requested

5.

HR Services

Includes strategic plans and setups, policies and procedure manual, job evaluations, new venture setups, recruitment of board members and HR service, ensuring HR polices are implemented.



OUR SERVICES



6. Training services

We begin by listening to your organization needs to enable us make a tailor made training programme suitable for you, the tailor made courses we make seeks to address your organization unique culture inline of business, to achieve the best results ,we have assembled a team of training associates who bring along the training experts needed to make sure there is a real change .

7.Team Building

We offer capacity building to your team through team buildings and trainings, we take, care of your team wholistically i.e. physically, emotionally, mentally to ensure there is no burnout due to work related stress

8.Research services

1. Salary surveys
2. Customer satisfaction
- 3.Product/services performance
- 4.Work environment surveys
- 5.employment satisfaction surveys

9.Management services

We offer:

1. Strategic plans and setups
2. Policies and procedure manuals
- 3.Job evaluation



OUR TEAM MEMBERS



Judy Neema
C.E.O



Edwin Omwata Ogeto
Finance Director



Olphine Omondi
Executive Sales/
IT Manager

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Prime Personnel



Linking Great People to Great Jobs

OUR CLIENTS

WE HAVE PROVIDED BOTH SKILLED AND NON SKILLED LABOUR IN THE FOLLOWING COMPANIES



MOHAMED ALTAMIMI RECRUITMENT OFFICE



OUR PR✓MISE

Through honest and ethical business practices, Prime Personnel Services provides World class staffing and Human Resource Solutions to all companies, We provide an efficient and cost effective means to match client's needs by providing highly skilled candidates



WHY CHOOSE US?



We reduce your efforts in selecting workers



We only present complete workers and ensure that every talent we offer is quality



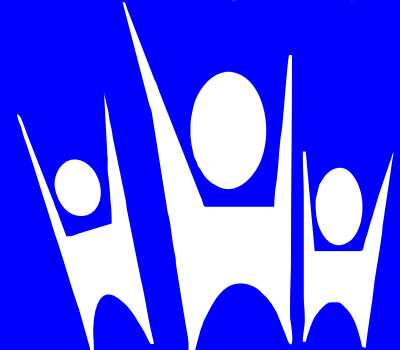
Our team is composed of professionals with extensive experience and good training



We ensure timely deployment of each of your selected worker



Prime Personnel



Linking Great People to Great Jobs

RECRUITMENT WITH A DIFFERENCE

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Contact Us

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