



HUMAN RESOURCES OUTSOURCING SERVICES



SECTION 1

ABOUT US

SECTION 1: ABOUT US

Hyprops Nigeria Limited is a leader in the provision of technical and non technical manpower and related human resources outsourcing services to the Oil and Gas industry in Nigeria.

Established in 1997, we have verifiable experience spanning over 10 years in the manpower sector.

Our services vary in scope and complexity ranging from Recruitment Solutions, Consular Services for expat personnel, accommodation, health insurance., transportation., etc.,

We serve companies such as Esso Exploration & Production Nigeria Ltd, Mobil Producing Nigeria Unltd, Chevron Nigeria Limited, Shell Petroleum Development Company and Nigerian Petroleum Development Company Limited

INDUSTRY SPECIALIZATION

HNL's specialized HR services are designed to meet the specific needs of clients in the following industries:-

Oil and Gas

Power

Telecoms

Information Technology

Construction

Aviation

Banking and Financial Services

Hospitality

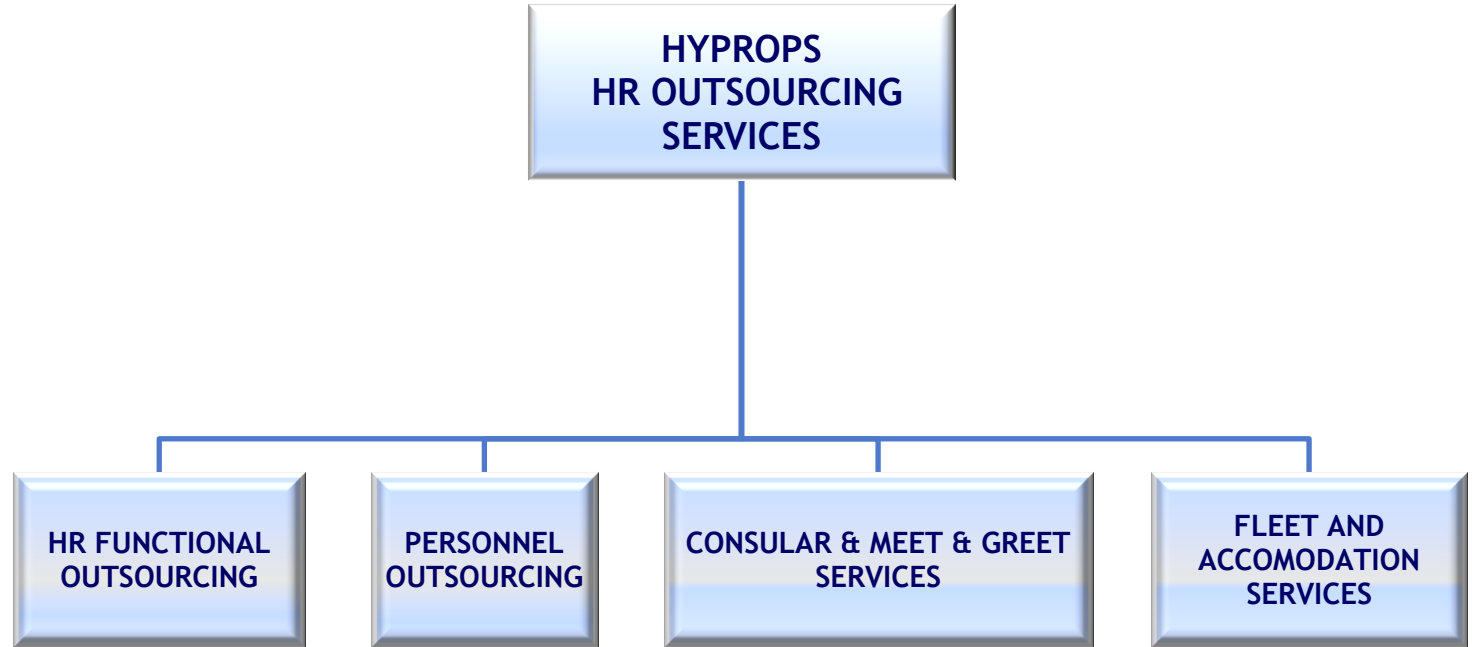




SECTION 2

OUR SERVICES

SECTION 2: OUR SERVICES



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HR FUNCTIONAL OUTSOURCING

Our services include

- I. Drafting of contracts of employment in line with the Nigerian labour laws and client/industry peculiarities
- II. Conducting background checks on candidates before commencement of employment or confirmation of the candidates.
- III. Payroll management and administration
- IV. Group life assurance policy arrangements
- V. Pension contribution and payment management
- VI. Pre-employment medical checks
- VII. Procurement and management of health insurance policies for outsourced staff





PERSONNEL OUTSOURCING

We recruit, deploy and manage all levels of the categories of personnel listed below either for short or long terms assignments

- Skilled
- Semi-skilled
- Unskilled
- Professionals

We have agreements in place with international alliance partners which give us access to a global talent pool.



CONSULAR SERVICES

We have a competent team with years of experience in obtaining work permits for expatriate personnel and regularizing their work permits/visas by the immigration authorities.

Our services include obtaining:

- ❑ Business Visit Visas
- ❑ Temporary Work Permits
- ❑ STR Work Permits
- ❑ Residency Permits (Temporary and Permanent)
- ❑ Renewal and Regularisation of Stay in Nigeria
- ❑ Immigration Advisory Services (IAS)
- ❑ Accompanying Spouse Visas

FLEET SERVICES

As the challenges of logistics management especially in busy commercial cities have become more complex, organizations can optimize scarce resources, while demanding responsive and personalised services.

We offer integrated fleet management services which encompass

- ❑ The provision of functional vehicles 24/7 with valid permits and licenses
- ❑ Provision of courteous and efficient drivers
- ❑ Guided tours of tourist attractions
- ❑ Daily vehicle rentals
- ❑ Pick up and drop-off services
- ❑ Provision of staff bus services



MEET AND GREET SERVICES

We provide “meet and greet” services and provide all necessary support logistics to meet personnel at the airport, assist them through airport protocol, and provide secure transportation to their in-country residence or work location. Additional security measures and escorts shall be provided where necessary.



ACCOMODATION SERVICES

We provide good quality residential accommodation in Lagos and other major cities in Nigeria.

We maintain relationships with the best residential accommodation property owners/agents and frequently screen and rate various residential property in accordance with internationally recognized standards

Our accommodation services include:

- ❑ Interim living in hotels prior to accommodation arrangements
- ❑ Furnished accommodation in secured areas to meet any client specifications



SECTION 3: HNL: Our Value Proposition

- Executed by a team of experienced, committed and talented professionals
- Large and effective database of talent pool
- One stop solution for all HR related services
- Belief in total quality management with prompt service delivery
- Capable of sourcing appropriate candidates even in sub-urban areas
- Effective back end support & solutions for clients.
- Highly cost effective HR solutions
- World class applicant tracking system
- Use of multi-user software to handle personnel and payroll administration

SECTION 4: OUR CONTACT INFORMATION

Head Office: Hyprops Nigeria Limited Plot 93 Block 14 Akanbi Disu Street Lekki Phase 1 Lagos.

Port Harcourt Office: No 21 Ahoada Street, Rumuibekwe Housing Estate, Port Harcourt - Rivers State.

Warri Office: Suite 6, No 61 Hospital Road, Opp. Okugbe Primary School, Ekpan, Warri, Delta State.



Our Clientele

S/N	SERVICE DESCRIPTION	CLIENT
1.	Provision of Quality Assurance/ Quality Control and Inspection Services	Shell Petroleum Development Company SPDC
2.	Provision of Drilling Support Services	Mobil Producing Nigeria Unlimited MPN
3.	Provision of Consultancy Management Services	Esso Exploration and Production Nigeria Limited
4.	Professional Labour Services	Chevron Nigeria Limited
5.	Provision of Technical and Non-Technical Manpower Services	Nigerian Petroleum Development Company Limited (NPDC)



Our Clientele

SPDC: Provision of Quality Assurance/ Quality Control and Inspection Services

- Payroll Management & Administration
- Medical Coverage: Health Management Organizations (HMOs)
- Annual Medical
- Provision of PPE
- Provision of Vehicle

ExxonMobil

- Procurement of work permits and visas
- Payroll management and administration
- Provision of Accommodation for personnel
- Provision of Car & Driver
- Medical Coverage: BUPA international, HMO
- Meet and Greet” Services

Chevron: Professional Labour Services

- Recruitment, covering manpower search and placement services
- Procurement of work permits and visas
- Payroll management and administration
- Provision of Accommodation for personnel
- Provision of Car & Driver
- Medical Coverage: BUPA international, HMO
- Meet and Greet” Services
- Facilitation of Local and International Travel

NPDC: Provision of Technical & Non-Technical Manpower Services

- Payroll management and administration
- Recruitment, covering manpower search and placement services





THANK YOU