



Assess - Solve - en Vision - Evolve

COMPANY PROFILE HAND BOOK



**Rolling Plans Consult
Shantinagar, Kathmandu
Nepal
P. O Box: 5388
Phone : 4473894,4498179
Fax : 4487283
Email: consultancy@rollingplans.com**

This handbook is prepared to give information about Rolling Plans & no part of this book will be amended or copied without written permission from the representative of Rolling Plans.

About Rolling Plans

Rolling Plans is a management consulting, recruitment and technology services company. Committed to delivering innovation, Rolling Plans collaborates with its clients to help them become high-performance businesses and companies. Rolling Plans can assure to mobilize the right people, skills, and technologies to help clients improve their performance.

Rolling Plans is a consulting firm service focused on understanding business environment, systems and processes to guide organizations and businesses. We have a network of specialized expertise catering to all kinds of requirements. The team understands the need of the organization, not just individuals. The unique combination of people from management and technology is focused on a single-minded mission to develop and provide required inputs and systems for creating efficient and effective organizations and businesses.

Rolling Plans thrives to excel by delivering service to many organizations, businesses, projects and to other consulting firms. We work on assisting organizations and businesses to establish, expand, diversify, realize its goals and accomplish their missions. We utilize the technical and management resources at our disposal to help businesses plan, implement and monitor their progress and growth.

Our Vision, Mission, Goals and Values

Vision:

“TO BE THE BEST IN THE SERVICE TO TURN KNOWLEDGE INTO VALUE FOR THE BENEFIT OF OUR CLIENTS, OUR PEOPLE AND OUR CAPITAL MARKET”

Mission:

TO CONSTANTLY MAINTAIN AND IMPROVE THE QUALITY OF OUR ADVICE TO REGULARLY PROVIDE GREAT VALUE TO THE INVESTORS AND BUSINESS COMMUNITY.

Goals and Values:

- To use our expertise to the benefit of our clients and partners through an open and interdisciplinary approach.
- To ensure sustainable and profitable long-term growth.
- To promote employee management and development.
- To work with participatory and collaborative effort. As what we call “Combined Effort”

Our values and the principles on which we work are widely respected and lead to working in an environment where everyone can learn and develop whatever their particular backgrounds, skills or ambitions.

In addition to these goals, a formalized set of shared values guide our business decisions and shape our culture. The practical expression of these values and objectives can be seen in the collaborative relationships we build, the standards by which we measure our work, and the commitments we make to our people.

Services:

Rolling Plans provides professional services, which includes fields of Quality Management, Marketing, Human Resource and General Management. Our approach to relationships and service delivery helps clients to exploit new opportunities, improve performance, manage risk and enhance value for both shareholders and stakeholders alike. We help businesses address the most complex challenges by drawing on its people's skills

Rolling Plans Basic Support Areas:

- Project Conceptualization and Planning
- Feasibility Study
- Business Planning
- Operational Planning
- System Development
- Marketing Plan and Market Profiling
- Organizational Assessment
- Business Research



Rolling Plans Key Support Areas:

1) Management System Consultancy

As the leading Consultants and Trainers in the field of Quality, Environmental, Occupational Health & Safety Management Systems, Lean Manufacturing principles and Six sigma as per ISO 9001, ISO 14001, OHSAS 18001, SA8000 and HACCP, we provide management consultancy in quality management, safety, and environment management..

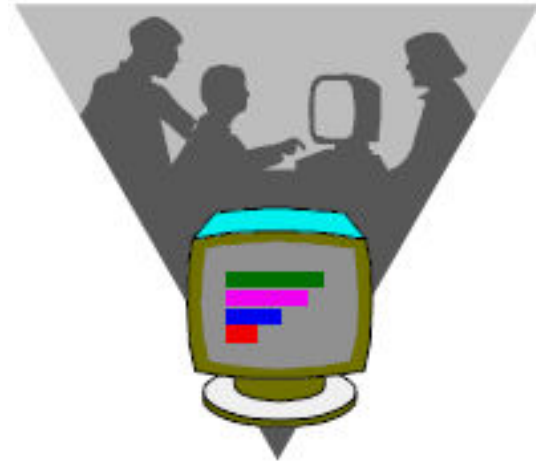
❖ Consultancy Modes:

Consultancy assignments are taken up by the company for improvements in the Quality, Environment and Safety performance of the organization, apart from achievement of certification. Following approach is followed in all the consultancy assignments:

- In order to find out the current status of implementation of systems in the organization, a Gap Analysis is carried out to find out the weak areas on which more efforts can be made for improvements and smooth implementation.
- Awareness programs are organized for Senior and Middle Management level personnel on the requirements of Quality, Environment / Safety, as appropriate.
- The organization's personnel are assisted in the preparation of various documentation required for meeting the requirements of relevant International Standards.
- Internal auditors training program is organized for selected personnel, which includes classroom training as well as practical exposure of internal audits.
- To provide confidence to the organization about their preparedness for certification, a pre assessment is carried out by our company personnel.

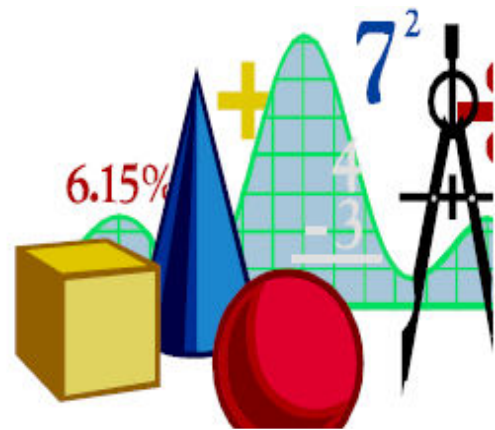
❖ *Systems Training:*

- IRCA approved Lead Auditor Courses for ISO 9001:2000 .
- IEMA approved Advanced Environmental Management Systems
- Auditing Course for ISO 14001.
- OHSAS 18001 Occupational Health & Safety – Advanced
- Occupational Health & Safety Management Systems Auditing
- Course for OHSAS 18001
- ISO 9001 Documentation
- ISO 9001 Internal Quality Audits – ISO 10011
- QS 9000 / ISO/TS 16949 Awareness & Documentation
- QS 9000 / ISO/TS 16949 Auditing in accordance with QSA
- ISO 14001 Awareness, Initial Environmental Reviews & Documentation
- OHSAS 18001 Occupational Health & Safety – Awareness & Implementation
- SA 8000 Social Accountability
- HACCP-Food Safety Management – Awareness & Implementation
- International Environmental Rating System (IERS®)



❖ *Quality Improvement Training:*

- Statistical Process Control (SPC) & Statistical Quality Control (SQC)
- Continuous Improvement / Systematic Problem Solving Techniques (8-D)
- 7 QC Tools – Old & New
- Process Capability Studies
- KAIZEN, 5-S, KANBAN
- Quality Functional Deployment
- Design of Experiment
- Daily Work Management
- TOYOTA Management Systems
- Six Sigma



❖ *Management Development Programs:*

- Training for Trainers
- Productivity through System Implementation
- Effective Communication

2) Human Resources Management / Human Resource Development.

We help companies substantially increase productivity, market share and shareholder value by providing innovative approaches to employee development and human resource management.

Our team provides valuable expertise in delivering the services as mentioned. We are available to discuss the possible benefits of all these processes for your organization at your convenience. Moreover we can help build your organizations ability by

Adapting to continuous change and new challenges by regulating change process.

Organizing workshops, training and coaching for organizational development.

The consulting areas are as follows

- Job Analysis
- HR Planning and Strategy Development
- HR System Development
- HR Policy Manual
- Employee Handbook
- Performance Management System
- HR Audit
- HR Information System (HRIS)
- Recruitment and Selection
- Training And Development
- Employee Survey
- Compensation Administration
- Change Management

3) Recruitment Process

The recruitment process can take one of the following possible courses of action as follows.

Process 1. Database Recruitment

A database is maintained which is constantly updated to hold information on potential candidates. This excellent source is used to provide client organizations with an efficient and effective method of filling in standardized roles.

Timeline: Within a week after the contract is signed.

Process 2. Recruitment Through Advertisement.

In this process advertising is part of the search and selection campaign. It is like a 'turnkey assignment' where a full services firm acting as a post box, handling queries of candidates, response-handling services, screening process is prevalent.

This procedure incorporate the release of advertisements, handling and screening of responses, conducting tests, holding group discussions, conducting preliminary interviews, coordinating final interviews and subsequent follow up with candidates.

The client organization can outsource the whole recruitment and selection procedure to us. From initial screening, written test, Group discussion, work simulation test through our assessment center, interview; we do it all or part of it as per the necessity of the client organization.

Process 3: Executive Search /Head Hunting

This process is for either employers or job hunter. RPC provides search and recruitment services to employers seeking top candidates to fill specified positions while RPC also works with individual candidate seeking career advice and representation in the career search process. RPC works with all levels of candidates both in respect of domestic and international positions and we have special expertise in the recruitment and placement of partners and senior in-house counsel.

Process 4. Recruitment of Temporary Workers

RPC also acts as a TEMP AGENT i.e provides contingent or temporary workforce to the client. Also known as part-time or just –in –time workers, the contingent workforce is growing in Nepal.

We as a temp agent can be especially useful for seasonal hires. The workers will be more productive and less expensive to recruit and train. The workers through out the period of their work will be in the payroll of Rolling Plans.

The terms and conditions and charges depends on the nature and number of personnels.

Why Outsource?

Outsourcing recruitment procedure to us would allow you to:

- Focus on core competencies.
- Save advertising Cost, Effort
- Free up resources, which would otherwise be used for recruiting people.
- Increase cost effectiveness and efficiency (better value for money)
- Increase savings
- Minimize overheads and free up resources.

What We Offer

- Internship Placement
- Part-time Job Placement
- Full-time Job Placement



Training

Apart from the recruitment process, Rolling Plans also focuses on offering a wide range of training services like:

- Recruitment-based training e.g. Interview Skills Training & Personality Building Training
- Or more general, such as Introduction to Management or Sales Training.
- Training on public speaking and management communication.

Training is delivered by our personnel or our Associates.

Overall Support Approach:

- Collaborative Working
- Focus on Process rather than on Point.
- Training Sessions.
- Continuous Learning.

Clients:

<i>S.N.</i>	<i>Name</i>	<i>Location</i>	<i>Type</i>	<i>Areas of Support/ Certification</i>
1.	IDEA Nepal	Bijulibazar	SoftwareCompany	PMS Implementation
2.	FACT Nepal	Baneshwor	NGO	❖ Business Plan and Operational Strategy ❖ Designed a community based action program
3.	Fitness Club	Kathmandu	Health Club	Feasibility Study and Business Plan
4.	Digit Com Pvt. Ltd.	Kathamandu	IT company	Organisation Development planning and implementation
5.	Nepal Hill top Ind Pvt Ltd. Plastic Tank	Kathmandu	Plastic Tank	ISO 9001:2000 QMS
6.	Himal Refrigeration & Electrical Ind PvtLtd	Kathmandu	Air condition	ISO 9001:2000 QMS
7.	Hyojan Electricals & Fabricators Pvt Ltd.	Kathamandu	Panel Board	ISO 9001:2000 QMS
8.	Hukam Pharmaceuticals Pvt Ltd	Bhaktapur	Tablet, Capsule	Quality Management System
9.	Trishakti Cable Ind Pvt Ltd	Kathmandu	Cable, Wires	ISO 9001:2000 QMS
10.	Nepal Shalimar Paints Pvt Ltd	Birgunj	Paint	ISO 9001:2000 QMS
11.	Laser sun Energy Pvt Ltd	Kathmandu	Solar Service	ISO 9001:2000 QMS
12.	Triveni Concrete Udyog Pvt Ltd	Narayangarh	Hume Pipe	ISO 9001:2000 QMS
13.	Udeco Ind Pvt Ltd	Kathmandu	Steel Fabricators	ISO 9001:2000 QMS
14.	Premier Insurance Company Pvt Ltd	Kathmandu	Insurance	ISO 9001:2000 QMS
15.	Development Credit bank	Kathmandu	Bank	ISO 9001:2000 QMS

16.	Shikhar International Manpower Services Pvt Ltd	Kathmandu	Manpower	ISO 9001:2000 QMS
17.	Fixo Techs Pvt Ltd	Kathmandu	Plastic Tank	DNV-Post service
18.	Hilltake Ind Pvt Ltd	Sunwari,Biratnagar	Plastic Tank	BSI
19.	Airtech Ind Pvt Ltd	Kathmandu	Air Condition	DNV-Post Services
20.	Nebico Biscuits Pvt Ltd	Kathmandu	Biscuit	TUV-R- Post
21.	Nepal Petroleum Ind Pvt Ltd	Parwanipur,Birganj	Lubricant engine	ICL- Post service
22.	Fujima Oil Company Pvt Ltd	Dhuhabi,Biratnagar	Lubricant Engine Oil	RINA- Post service
23.	Asian Thai Foods Pvt Ltd	Sunsari,Biratnagar	Noodles	DNV- Post service
24.	Premier Wire Cable Ind Pvt Ltd	Tankisunwari ,Biratnagar	Cable and wires	TUV- Post service
25.	Laxmi Maida Mill	Dhuhabi,Biratnagar	Baby Food	DNV
26.	Bhudeo Kadya Udyog Pvt Ltd	Lalbandi Rice,	Daal	DNV- Post service
27.	Bhudeo Atta Mill	Lalbandi	Atta	DNV- Post service
28.	Hulas Steel Ind Pvt Ltd	Simra	Steel structure	DNV- Post service
29.	Hama Steel Ind. Pvt Ltd	Simra	Steel	TUV- Post service
30.	Pashupati Iron Ind. Pvt Ltd	Dhuhabi	Wire	KVQA
31.	Mahashakti Soaps & Chemical Ind Pvt Ltd	Hetauda	Soap	ICL- Post service
32.	Chitwan katha prasodan Udyog Pvt Ltd	Narayangarh	Wooden	Poles ICL
33.	Perineel Energy Pvt Ltd	Kathmandu	Solar	DNV
34.	Eastern plastic	Simra	Plastic pipes	ICL
35.	Eastern Textile	Simra	Textile	ICL
36.	Himal Iron & Steel	Simra	Steel	DNV
37.	National Health care Pharmaceuticals	Simra	Tablet and Capsule	DNV
38.	Arun Agro	Bhairawha Atta	Suji	DNV
39.	Intertech	Butwal	Steel fabricators	RINA
40.	Jagadamba Cement Ind Pvt Ltd	Bhairahawa	Cement	DNV
41.	Nepal Hydro Electric Ind Pvt Ltd	Butwal	Panel Boards	TUV-R
42.	Phokra Noodles	Pokhara	Noodles	DNV
43.	Pokhara Biscuits	Pokhara	Biscuits	DNV
44.	Machapuchhare metals Pvt Ltd	Pokhara	Steel Structure	DNV
45.	Panchakanya Ind Pvt Ltd	Bhairahawa	Steel and Plastic	LRQA
46.	Alcoa CSI Nepal Pvt Ltd	Hetauda	Plastic Cap	DNV
47.	Kathmandu Manpower	Kathmandu	Manpower	ICL- Post service
48.	Mega Metal Crafts	Biratanagar	Metal	Works Process
49.	KL Dugar Group 5 Units	Biratnagar	Food	Works Process
50.	Zest laboratories	Kathmandu	Laboratory	DNV
51.	Nepal Shalimar Cements Pvt Ltd	Simra	Cement	TUV-R

Placement Services

- Golchha Organisation, Food Division
- Avco International Pvt. Ltd.
- American Express Bank Ltd.
- Chaudhary Group
- Ganex Nepal Pvt. Ltd.
- Harati Overseas Pvt Ltd.
- Idea Com
- Fact Nepal
- Sagar International Pvt Ltd
- IMS Himalayan Shangrila Pvt. Ltd
- Shankar Group Of Industries
- Lotus Biz Port Pvt Ltd
- Island Jungle Resort Pvt Ltd
- Bandipur Mountain Resort
- Gopi Krishna Movies
- ECTA , Putalisadak
- Smart Media And Technologies Pvt. Ltd
- Harati Computer Sevices
- Everest De Cargo
- Harati Educational Centre
- Harati Overseas Pvt Ltd.
- Jungle Safari Park Pvt Ltd, Sauraha
- Kathmandu University School Of Management, Balkumari
- The Bridge Enterprises, Kalanki
- The Sam International
- The Arniko Overseas Pvt. Ltd.
- Edwise Foundation
- East-West Education Institute
- Sasa Consulting
- Chamunda Trading House Pvt. Ltd.
- Sidhhi Memorial Foundation
- Himalya Network Group
- Land Mark Educational Institute

Professional Team Members

Anup Jangam

Kiran B.R

Bijay Raj Khakurel

Sishir Wagle

Nutan Suwal

Neetu Shrestha

Sunil Basnet

Goma Tamang

Anshika Chand

Biraj Ghimire

Bibek Khadka

Director & CEO

Senior ISO consultant

Head- HR Consulting

International Relationship Officer

Admin Officer

Junior HR Consultant

Junior HR Consultant

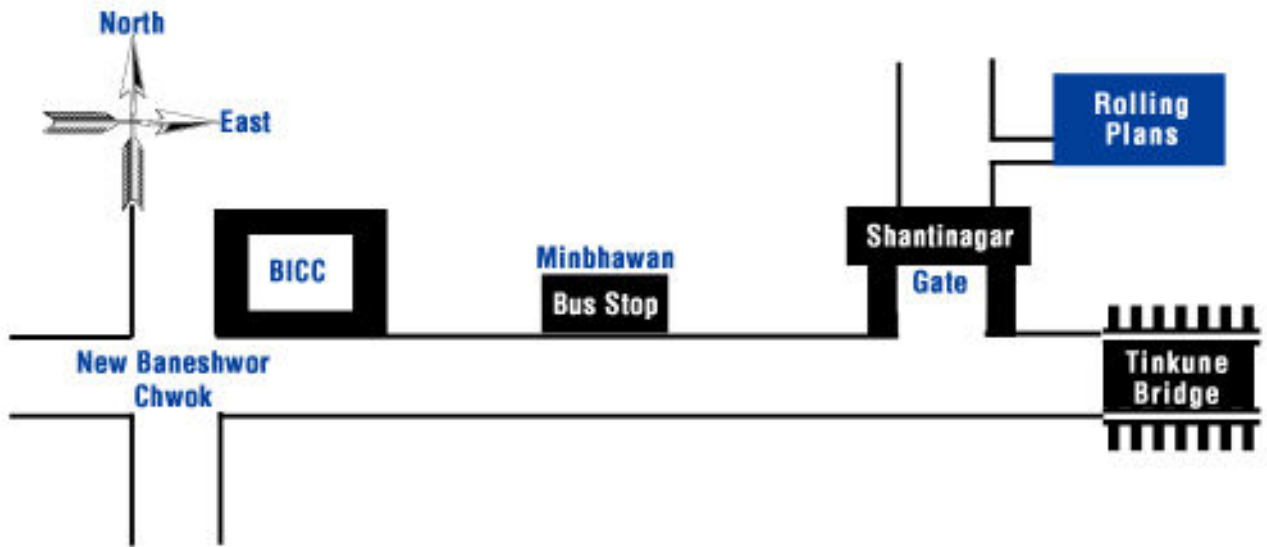
PR & Front Desk Officer

Marketing Executive

Head- Placement Division

Junior ISO Consultant

Location Map:



Rolling Plans Consult

...subsidiary of Rolling Plans Group



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