MAPOW
FACILITY MANAGEMENT & RECRUITMENT CONSULTANTS
GENERAL SERVICE ENTERPRISES
Maravoor Chambers, 30 H, Bomaji Lane,
Behind Fire Brigade, Fort, Mumbai - 400 001.

Phone : 2261 9865 /
2261 7186
Mobile : 98208 20028
Email : mapowkini@yahoo.com

Dear Sir or Madam,

We wish to introduce ourselves as a unique set-up, specializing in Facility Management Services. We undertake to provide almost any kind of man-power required by your esteemed organization, fully trained and motivated to ensure efficient service of these personnel at all times.

We can provide services of Officers, Office Assistants, Delivery-boys, Telephone Operators, Telemarketing Executives, Computer Operators, Drivers, Peons/Attenders and House-keeping personnel such as Sweepers, Cleaners etc. Our personnel, while remaining on our pay-rolls, provide services entrusted to them at your end. The advantage that your organization benefits out of this out-sourcing is that we look after their recruitment, training, wages/salaries, EPF/ESI/Bonus/Gratuity etc. and also replacement of staff during their leave/resignation/retirement etc.

The following few services can be undertaken by us so as to facilitate your entire attention to Production and other Operational areas:

a) Cleaning & Mopping of office floor and all other House-keeping jobs.
b) Cleaning & Dusting of electrical heavy equipment and machines.
c) Shifting of Office Furniture/Equipment and Records.
d) Labour contracts in all categories – Existing and New employees.
e) Delivery/Collection of Documents and other Office equipment.
f) Recruitment and deployment of all your Office Staff requirement.

As we look after all the provisions under the Labour Law in force, in so far as they relate to these employees provided by us, any notice served by the legal authorities, any returns required to be filed etc., in respect of these employees will be handled by us, keeping you totally free from these time-consuming day-to-day formalities.

We have our Head Office in Mumbai and have been providing these services to a number of organizations in and around Mumbai since 1975, of which a few are mentioned below:

a) Larson & Toubro , Powai Works
b) DCHI (COLT DATA) Ltd.
c) Diageo Group : USL , Western India
d) Ogilvy & Mather Pvt. Ltd.
e) Auxilo Finserve Pvt Ltd. – Pan India
f) Uber India Systems Pvt. Ltd. – Pan India
g) R K Swamy / BBDO Pvt. Ltd.
h) Digital Radio India Ltd. (RED FM)
i) LinkedIn Technology India Pvt. Ltd
j) Brindco Sales Pvt. Ltd.

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These are few of our esteemed clients; Our Clients include many more Multi-National Companies who are very satisfied with the various services provided by **MAPOW**.

We have established Branch Offices: The Branch premises are situated at the below noted address:

Mangalore : 2nd Floor, No. 207, Presidency Square Building, Temple Square Car Street, Mangalore – 575001.

Ahmedabad: 253, Satyam Mall, Near Kameshwar School, Satellite Area, Ahmedabad – 380015.

Pune : 11, Riddhi Building Kubera Sankul, Near Sanjivani Hospital, Hadapsar, Pune – 411028.

We now look forward to an opportunity to serve your esteemed organization. If you find our credentials service-worthy, please do call / Mail so as to enable us to have a dialogue with you.

Website : www.mapow.co.in .
E-mail : mapowmumbai@yahoo.com .

Assuring you of the very best of our services,

Yours faithfully,
For **MAPOW**

Sd/-
Pradeep P Kini
Proprietor