



OUTSOURCING

PROFESSIONAL CONSULTING



Table of contents

- Message from CEO
- About us
- Our Values, Mission & Vision
- Our Departments
- Our services
- Why BT
- Contact Information



Message from CEO

BT Outsourcing was a natural progression after 32 years of experience in multinational companies like P&G and IBM. During those years I was able to analyze the market and the common challenges faced across different sectors, working in fields such as Human Resources, Outsourcing and Organizational Management.

The Vision was to establish a company that specializes in Business Transformation, Outsourcing and Consultancy managed by highly qualified professionals, business partners and consultants to support companies better face the highly dynamic changes efficiently and effectively to reach their goals, especially in emerging markets like Egypt.

With the conviction that **"The Client's Success is Our Success"**.

Khaled Atta



About Us

- We are a group of highly motivated business professionals with years of diversified experience and exposures in multinational corporations and private sector companies in different industries including FMCG ,Consultancy and Outsourcing.
- We believe that the success of any business lies in the passion for winning and the availability of required resources & tools to facilitate the achievement of goals.
- We provide customized business solutions, outsourcing & consultancy services in variety of areas such as HR, Medical, Government Interface and others.
- The quality of our services is consistent and tailored to fit our clients' needs which enables them better focus on their core business.
- We can provide services to businesses in different countries specially in the Middle East & Africa.
- At BT Outsourcing, we aim to be one of the pillars that businesses can rely on in their journey to accomplish their goals.



Our Values

We are Client focused, trusted partner, and always seek for Win-Win arrangements.

Ownership, **Integrity**, **Accountability**, **Respect**, **Collaboration** and **Leadership** are the key pillars for our organization.





Our Vision & Mission

Vision

To be a leading business transformation and outsourcing company worldwide.

Mission

To provide customized business solutions and outsourcing services that help companies better face the highly dynamic changes in the market efficiently and effectively to reach their goals..



Our Departments



Outsourcing



HR & Administration



Finance



**Relocation & Government
Interface**



**IT & System
Implementation**



Marketing & Media

Our Services

Business Transformation & Consultation

- Process Documentation.
- HR & Process Re-engineering **“Standardization, Automation, system integration....etc.”**
- Benefits design & Implementation.
- Salary Surveys.
- Job analysis.
- Job Description.
- Skill Matrix.
- Performance Appraisal.
- Business Contingency Plans **“Plan development , support in implementation and testing”**.



Our Services

Outsourcing Solutions

- Payroll End to End Process.
- Business Center & Administration Services.
- Relocation & Governmental Interface Services “**Insurance, Visas, Work permits & Residence permits for Expats; Interface with Egypt Labor office, Social and Health insurance offices, and the General Authority for Investment (GAFI)**”.
- Compensation and Benefits administration.
- Travel Expense Management Services.
- Medical Services “**Contract Negotiation, Contract Administration**”.
- Vibrant Living & Wellbeing Programs “**Specialized physicians & medical personnel**”
- Accounting Services “**Bookkeeping, Accounts Payable, Accounts Receivables and Accounts Reconciliations**”.
- Facility Management.
- General Supplies.



Our Services

IT Solutions

- IT Outsourcing Solutions
- IT Infrastructure, Network Services & Solutions
- IT Support
- IT Consulting Services
- Attendance & Access Controls Services
- CCTV system Services
- Cloud Business Applications ERP | CRM



Our Services

Training

We offer variety of training courses and workshops that address Interpersonal Skills, Leadership & Management Skills and Mindset (Attitude). Trainings can be customized according to the business needs.

Training Details:

1) Engagement & Productivity:

This course covers Personal Character & Behavior , Social Intelligence , Communication, Leadership, Problem Solving, Setting Priorities, Strategic Thinking and Planning, Risk taking, and Decision Making Efficiency.

2) Customer Service:

This course covers different modules including Customer Service Basics, dealing with issues/ challenges and stress; successfully managing a Customer Service team. Each module can be booked separately as per analysis and business needs.



Our Services

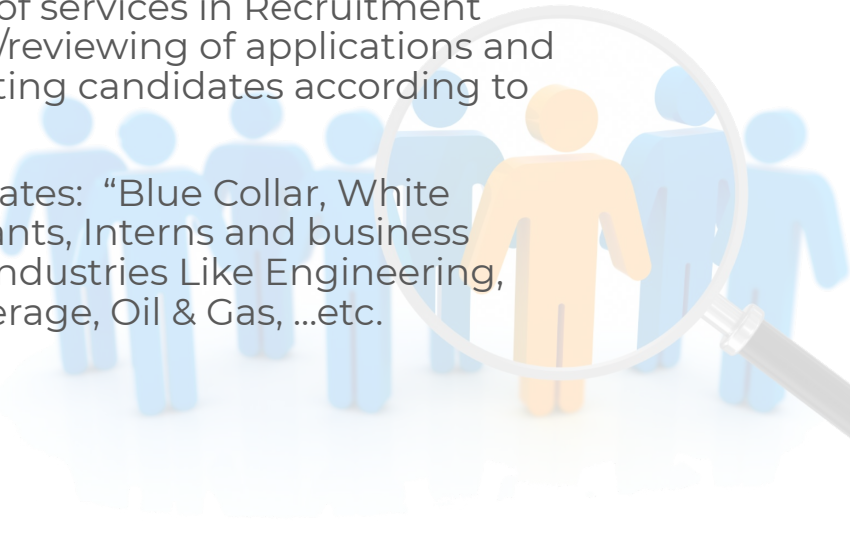
Recruitment

Finding qualified candidates with specific skills and expertise is critical for any business.

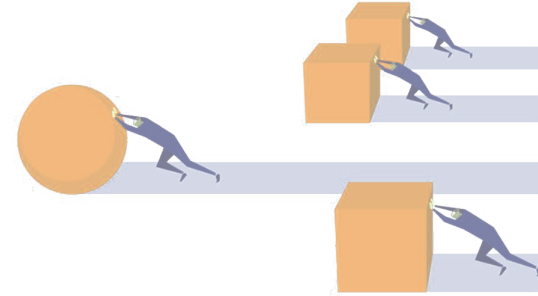
With BT Outsourcing, the process is easier and more time effective.

BT Outsourcing offers variety of services in Recruitment including sourcing, screening/reviewing of applications and CVs, interviewing and shortlisting candidates according to the client's request.

We Recruit all types of candidates: “Blue Collar, White Collar, Management, Consultants, Interns and business professional” in all fields and industries Like Engineering, Medicine , FMCG, Food & Beverage, Oil & Gas, ...etc.



Why Choose BT Outsourcing?



Leverage Your Competitive Edge

Better focus on your Core Business
Optimize Utilization of your internal resources in business growth & Expansion

Achieve and increase your cash infusion

Increase Efficiency

Specialized experienced professionals help you solve business problems & accelerate the effectiveness of business processes



Reduce your risks , better manage uncertainty & ensure **business continuity**

Reduce and better control your operating costs



Our Methodology



1. Data collection & Process analysis
2. Development & sharing of recommendation
3. Agreement on Project Plan
4. Implementation & Testing
5. Go Live “Manage the on-going service”



Contact Us

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Thanks!

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