

*making everyday a better day*

**Facility Management by Girija**



# About us

Established in the year of 2010, the Girija Consultancy Services Private Limited offers a complete range of backend support. We are a rapidly growing business house in India with significant nationwide reputation and strong base of satisfied customers. Through efficient network of Branches, Agents and Partners having a strong hold in the fast developing domestic market of India and international market, we have reputed names in our clientele – both from the domestic as well as international market.

Having a modest beginning in the year 2010 with a business of Customized Logistic (Tailor Made Courier Services) we have now spread our wings through diversified business segments ranging from Customized Logistic to Facility Management to Staffing & Training across domain.

Value for money extensive service range, Innovation through continuous R&D and Customer-Centric approach is our strength. With our extensive range of products and services, we cater to almost all the needs of our customers by being a one-stop solution provider. We take care of even the smallest requirements of our customers making it comfortable and easy for them. An extensive product range to choose from, coupled with the benefit of best technology at the most competitive price provides the best value for money to our customers. Keeping customers as the focal point, all our actions are directed towards total customer satisfaction. Customer Service to us goes beyond providing business solutions. It is all about assisting them in achieving their business goals through our best-of-breed tailor-made solutions, superior execution and responsive service.

We have a well-trained team of individuals who take pride in working together with common goals and objectives. As a team, we believe in working together, depending on one another, sharing knowledge and learning from each other's experience resulting in better products & services. With the team of relevant industry experience we facilitate our client to save on training and admin budget.

At Girija, quality is a way of life. We have the perfectly designed Quality System, Highly Qualified, Trained and Dedicated Personnel to ensure the quality which is an inherent feature in all our services. Quality is an integral part of our commitment to customer services. Our aim is to achieve zero defects and zero failure for our services. We comply with all laws and regulations of Quality, Safety and Performance requirements. We commit ourselves to implement, maintain and continuously improve our Quality Management System beyond the International Quality Standards.

We aspire, to make this world a better place to live in by continually deploying service standards which fall in line with our on-going commitment towards conserving the environment and energy. We closely blend the ethical standards of working with integrity, openness, honesty and a total commitment towards our work as our core values. We accomplish easy accessibility to all levels of management for our customers, suppliers and staff by adopting an open work environment with effective two way communication.

Girija has many ambitious plans to foray into many new promising segments in near future. With traditional values and strong ethics, Girija is focusing on new technologies and innovation to drive its business in India and offshore. We are committed to build multinational businesses that will achieve growth through excellence and innovation, balancing the interests of Shareholders, Employees and Civil Society.

# Facility Management

Facility Management Service needs a company with a clean approach. Girija headquartered in New Delhi, offers a unique program of services designed to provide you with an exceptional Facility Management team. In addition to our commitment for dependable, quality, cost-efficient service and innovative management programs, we are surprisingly one of the few organizations in Facility Management outsourcing that actually practices what it preaches letting you focus on your core business. We are dedicated solely to providing Facility Management Services boasting our customer retention rate.

We are different in our approach to manage facility, dedicated to maintain Unparalleled Quality, Superior Services and Exceptional Value – these are the hallmarks of the Girija Service's philosophy in our unwavering commitment to deliver whatever it takes to make sure facility is managed smoothly and cost-effectively. Our customized program allows you to rely on one professional resource meeting service standards while avoiding administrative hassles.

**We offer** - Office Maintenance, Building Maintenance, Cleansing & Disinfection and Landscaping & Horticulture.

**Value Additions** - Electrical, Plumbing, Painting and Pantry.

**Our Business Mantra** - Lasting Relationships for better quality work and thus satisfied customers! To foster such relationships, Girija becomes an integral part of your extended team by assigning an on-site manager to each property for end to end control – Staffing & Inspections, Inventory Control and Payroll.

**Committed to Quality Control** - Quality Control allows us to provide the consistently high level of service. Our proven, site-specific systems were designed to create accountability, focus effort and increased communications. Quality control in your facility begins with our facility manager, the most important management position in our organization. The Facility Manager is responsible for orchestrating all systems and procedures of our quality control program and directing every phase of the operation providing you with the quality of service.

**Support & Training** - We go beyond the cleaning and maintenance. All facility managers receive corporate support in – Risk Management, Human Resource, Technical Support and Administrative support. All of our on-site managers have completed our progressive training course, a 23 Day program developed in-house to meet the standards of excellence. The intense, hands-on program consists of every aspect of our business from technical to administrative & financial ensuring all of our managers are supported at all times by a professional staff of regional and corporate personnel.

**We admit it** - Employees our biggest asset! We take time and care in hiring each and every employee. We have developed a unique approach to employee selection. This assures that the employees we place in your facility, no matter what the position are of the highest calibre. Each employee is required to undergo an intensive one-on-one training program that has been praised and widely accepted by employees and customers throughout the industry.

**Safety first** - Girija is dedicated to providing a safe and healthy work environment and to follow operating practices that will safeguard all employees and comply with best standards. The safety of our employees and customers are a top priority.