







ACHIEVO LIMITED

HUMAN RESOURCE SOLUTIONS BROCHURE

Empowering People. Strengthening Organizations.

Achievo Limited is a leading workforce management and business support company delivering integrated Human Resource, Recruitment, Payroll, and Outsourcing solutions to organizations across Kenya. With operations in more than 120 locations nationwide and a workforce exceeding 7,000 employees under management, we help businesses attract, manage, and retain top talent while ensuring operational excellence.

BUILDING HIGH-PERFORMING WORKFORCES

People are the foundation of every successful organization. Achievo provides comprehensive HR solutions designed to improve productivity, ensure compliance, and support sustainable business growth.

Our HR Solutions Deliver

- Efficient workforce management
 - Reduced administrative burden
 - Improved employee productivity
 - Compliance with Kenyan labor regulations
 - Faster recruitment and onboarding
 - Enhanced employee engagement
 - Scalable workforce solutions
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OUR HR SERVICES

Recruitment and Talent Acquisition

Finding the right people is essential to organizational success.

Our services include:

- Permanent recruitment
- Executive search and headhunting
- Temporary staffing

- Contract staffing
 - Mass recruitment campaigns
 - Candidate screening and shortlisting
 - Background checks and verification
 - Interview coordination
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Human Resource Outsourcing

We provide end-to-end HR management solutions, enabling organizations to focus on their core business.

Services include:

- Employee administration
 - Personnel records management
 - Leave management
 - Performance management support
 - Disciplinary process support
 - Employee relations management
 - Compliance management
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Workforce Outsourcing

Achievo deploys qualified personnel across multiple sectors and locations.

We support:

- Retail operations
- Sales and merchandising
- Administrative support
- Customer service teams
- Warehouse and logistics personnel

- Cleaning and hygiene teams
 - Security and loss prevention staff
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Payroll Administration

Our payroll specialists ensure timely and accurate salary processing.

Services include:

- Payroll preparation and processing
 - PAYE administration
 - NSSF and SHIF remittances
 - Housing Levy compliance
 - Statutory deductions management
 - Payslip generation
 - Payroll reporting
 - Employee records management
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TRAINING AND ORGANIZATIONAL DEVELOPMENT

We help organizations develop capable and productive teams through:

Employee Training Programs

- Customer service excellence
- Leadership and supervisory skills
- Communication skills
- Workplace ethics
- Performance management
- Occupational health and safety
- Data protection awareness

Organizational Development Support

- HR policy development
- Job evaluation and grading
- Employee engagement initiatives
- Performance appraisal systems
- Succession planning
- Change management support

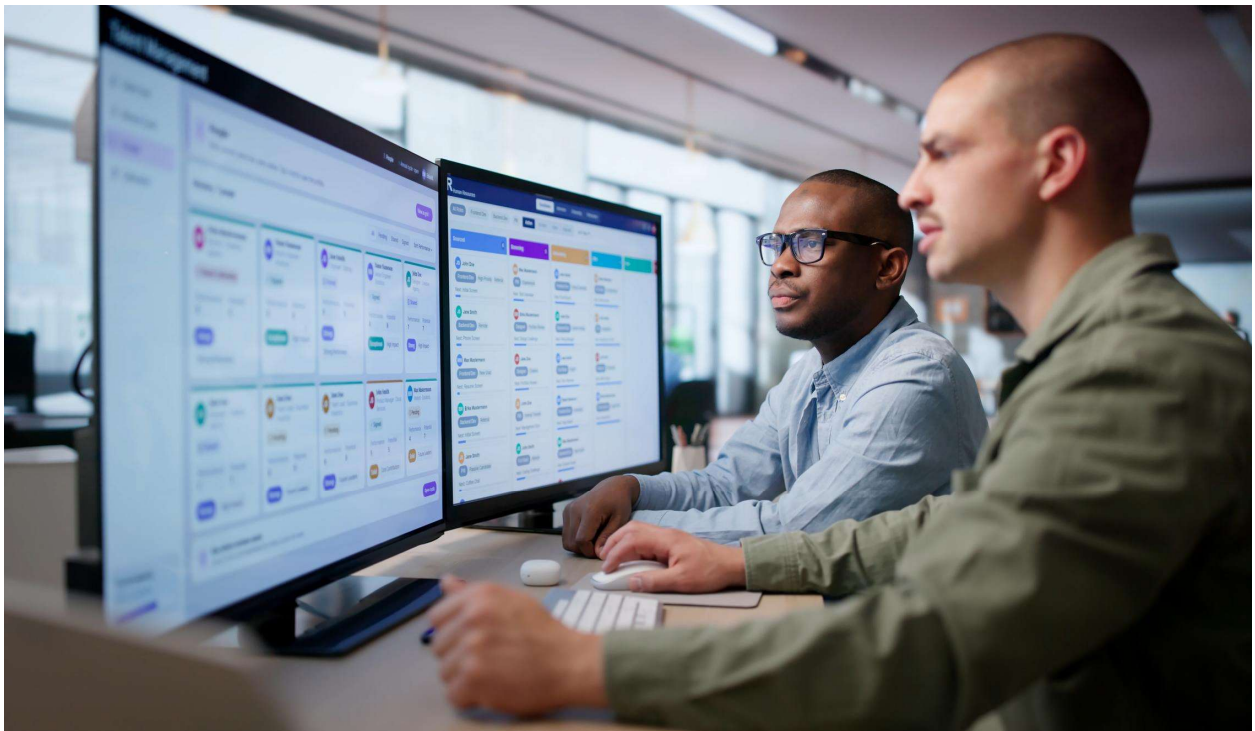
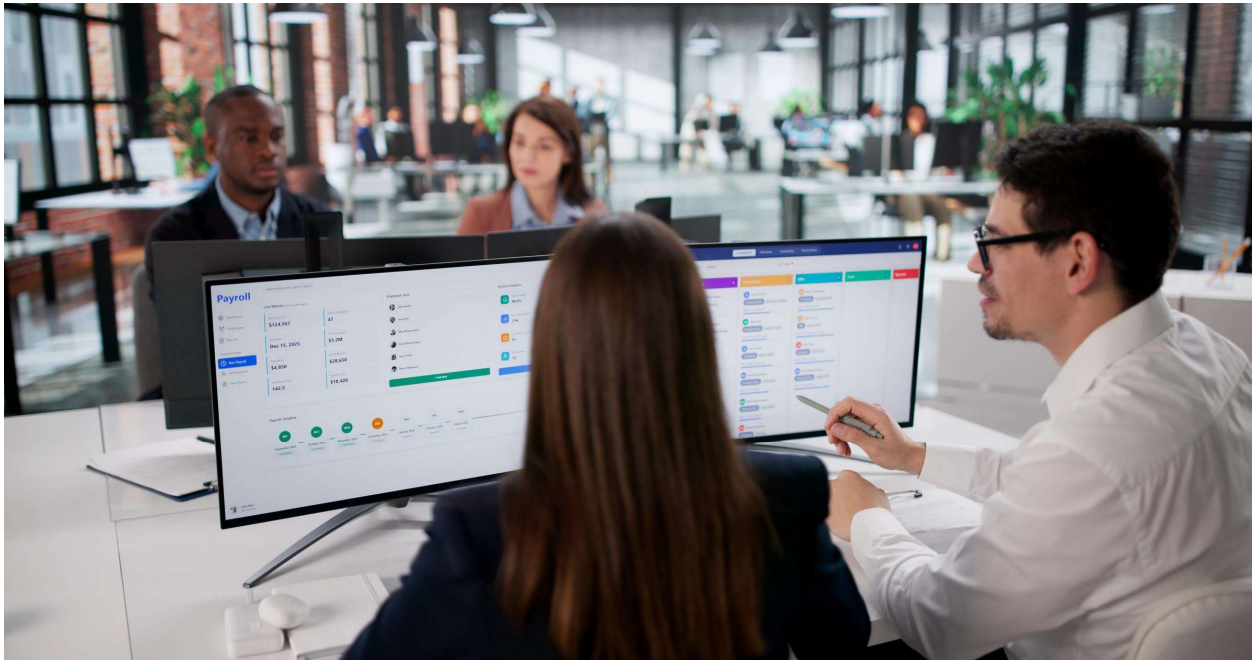
COMPLIANCE AND LABOR ADVISORY

Achievo assists organizations in complying with Kenyan employment laws and statutory requirements.

Areas of Support

- Employment Act compliance
- Workplace policies and procedures
- Employee contracts and documentation
- Disciplinary and grievance procedures

- Occupational safety requirements
 - Data protection obligations
 - Statutory remittances and reporting
-



Today's Attendance

 44
On Time

 10
Late In



 34
Kiosk

 11
Mobile

 2
Web

 Clock In

 Clock In Out

47

Clocked in

20

Not Clocked in

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Monday, 6 Jan

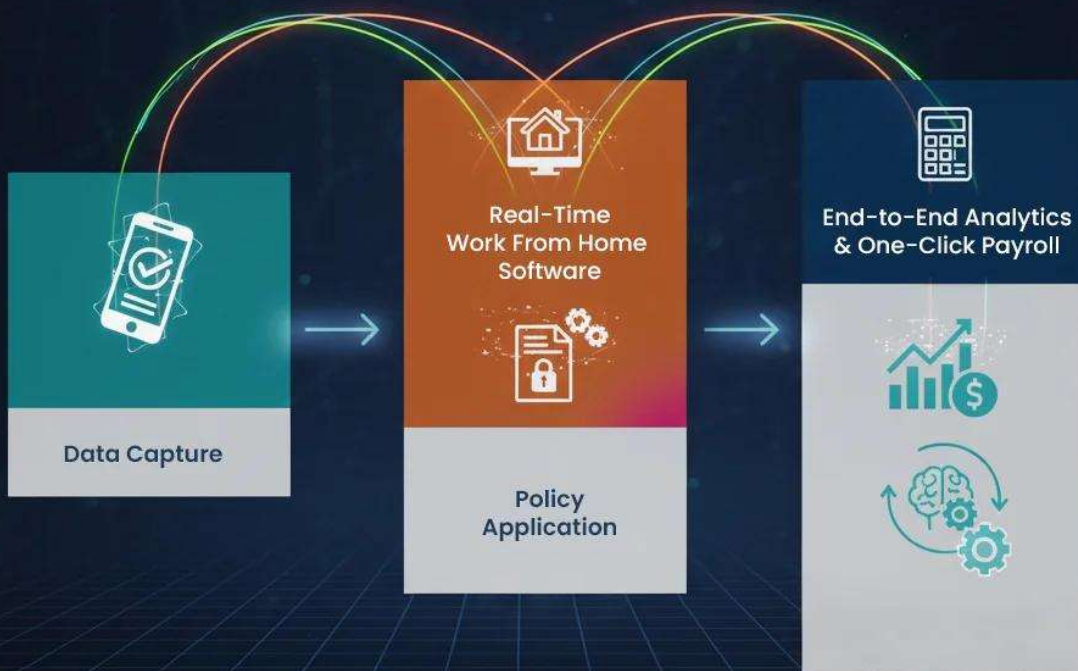
Present

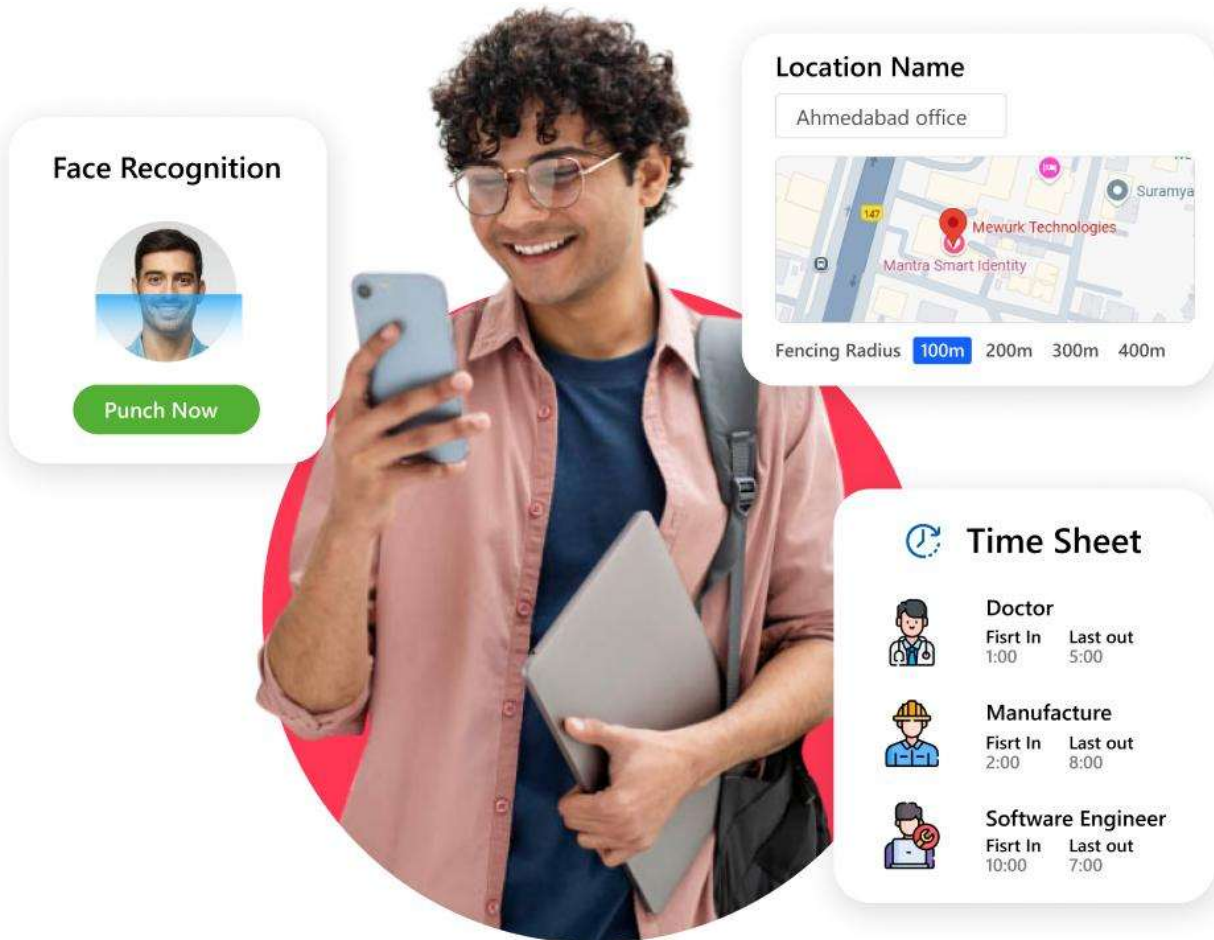
Fisrt In
9:30

Last out
6:30



Attendance Data to HR Strategy





PAYROLL AND WORKFORCE MANAGEMENT

Our payroll and workforce administration solutions help organizations achieve:

- Accurate salary processing
- Reduced payroll errors
- Timely statutory compliance
- Better workforce visibility
- Improved operational efficiency
- Lower administrative costs
- Enhanced employee satisfaction

INDUSTRIES WE SERVE

Retail and Supermarkets

Manufacturing

Logistics and Distribution

Financial Services

Hospitality and Tourism

Healthcare

Non-Governmental Organizations

Aviation and Transport

Corporate and Commercial Enterprises

Educational Institutions











WHY ACHIEVO LIMITED?

Nationwide Presence

Supporting clients across more than 120 locations throughout Kenya.

Experienced Workforce

Over 7,000 employees under management and deployment.

Industry Expertise

More than a decade of experience serving organizations in diverse sectors.

Compliance-Driven Approach

Committed to best practices and Kenyan labor regulations.

Scalable Solutions

From small businesses to large enterprises and multi-site operations.

Client-Centered Service

Tailored HR solutions aligned with each client's objectives.

OUR APPROACH

CONSULT

Understand your organization's goals and workforce requirements.

RECRUIT

Identify and attract the right talent.

DEPLOY

Place skilled personnel efficiently.

MANAGE

Handle HR administration and compliance.

DEVELOP

Build productive and engaged teams.

GROW

Support sustainable organizational success.

PARTNER WITH ACHIEVO LIMITED

Your Trusted Human Resource Partner

Human Resource Solutions • Recruitment • Payroll • Workforce Outsourcing • Compliance

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Empowering People • Enabling Performance • Driving Growth

This content is suitable for conversion into a professionally designed **8–12 page corporate brochure** with dark blue and gold branding, modern icons, infographics, and executive-grade stock photography consistent with Achievo Limited's website theme.