

Contact Us

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Boost Kabul services Co.



OBJECTIVES

Based on the Project General and Particular Requirements and terms, our targeted intents and objectives are comprised of different parts; we clearly view our objectives about each part as:

PART ONE: RECRUIT/SELECTIONS

Ensuing various effective plans and programs and tactics containing of: Recruitments are to be done on the basis of requirements for CLEANING SERVICES arena, thus, due to offer effective and better service in this ground, BOOST KABUL SERVICES decides to:

- Deploy quick action and clever CLEANERS.
- Nice looking in body and stature CLEANERS.
- Those who wholly meet the requirements of our Employment
- Pleasant and good Behaving CLEANERS.
- Well disciplined CLEANERS 100% suited with their Uniforms.
- Setting up standard system of Recruitments of Personnel; the System fluently modifies every articles of Employment, Whenever an employee (Male/Female) successfully passes and meets the Core requirements, then He/She can be employed, the System it self indicates all the rights and regulations of employments.
- Job Announcements, Short Listing and Interview as well as.
- In particular, the System of Employment includes the CONDITIONS OF



EMPLOYMENTS

- Administrative manners of proceeding with System ration of Personnel Employments Database System according to Standard Procedures.
- Personal Conditions of Employments like Physical Stature, Age, Health and Body.
- Mental stature of Employees, their Psychological mood, Level of alertness, Education and Qualifications.
- Social Interactive behaviors and associations, their aptness to work for UN. Suitability to work in the Security and Protection arenas (Priority will be given to those who have relative former work experiences with UN or other International Agencies).
- Short term Training will be given before occupying the Job.

We clearly indicate every conditions and regulation of employment in Our **EMPLOYMENT CONTRACT** which is attached with.



PART TWO: HEALTH CONVERGE SYSTEM

- Covering health related issues by our Health Clinic.
- Modern drug prescription for the ill needy employees.
- Setting up Transparent I System for Health Related matters.
- Health Observation System thorough a special scheduling.
- The health Coverage Policy clearly states the issues

For more in formations about this issue, please refer to our **HEALTH COVERAGE POLICY** as attached with!

PART THREE: UNIFROMS+IDS

The Staffs will be provided by modern and high quality Uniforms according to every one of the staffs' body size, two pairs of winter and two pars of Summer Uniforms are including of:

SUMMER SUITS

- Shirt
- Pant
- Shoes
- Socks
- Belt
- Cap



SUMMER SUITS

- Shirt
- Pants
- Coat (Jumper)
- Cap
- Winter coat
- Winter Gloves
- Winter Hats
- Winter Shoes
- On time distribution of Uniforms



DISTRIBUTION OF HIGH QUALITY ID CARDS, THE SPECIALTIES OF IDS WILL CONTAIN OF:

- Long Eternity
- Nice Color
- Suitable Size
- Nice Looking Suspenders
- Nice Plastic Paper



PART FOUR: ADMINISTRATION SYSTEM

Upon having a most up-to-date, translucent and professional Administration System, BKS can successfully run and accomplish the assigned duties not only on time but also according to whatever is expected and desired , therefore, BOOST KABUL SERVICES proposes such which will act through of several aspects including as:

ATTENDANCE

Blueprinting and connivance of an organized and time shift Computer Based Attendance Check System, any one holder of ID Cards, will be signed in the Database of Computer during the entering time and the same is performed when that person leaves, the Database System record the time of their entry an exit, at the end of every month, we can distinguish the length time of their duties. As well as, we will bring and install a New Electronic Time Recorder Machine (EX 9000 series); this machine automatically records the in and out time of the employees similar to a computerized recording system.

Also another advanced machine by the name of Hand Punch 1000(time attendance & terminal)

SUPERVISIONS

Staffs must be carefully and seriously supervised correspondingly to Duties, Personal deals and associations with UN members, Visitors and colleagues. They must not be left careless, sluggish and workless; they should have been used in a great extent,

FINANCE STANDARD SYSTEM

We will wholly change the previous Financial System and instead we build up a modern and standard Financial System. The salaries of staffs will be given thorough bank and at last every one of the staffs will have his/her own accounting System.



TRANSPORTATION SYSTEM

For the coverage of the Transportations of the employees, we plan to pay every staff the cost of Transportations, for every staff, we will pay (Afgs.500) per month.(this includes for such employees residences where we cannot cover them by our Transportation shuttles, else we will provide them modern mini buses with expert drivers.)

INSURANCE

We can only cover and pay such work insurance according to Standard Procedures for more information please refer to our Insurance Policy.

PART FIVE: TRAINING SYSTEM

- Safety and Environmental Awareness
- Basic Language Trainings
- First Aid Trainings
- Job Specialties Recognition Trainings
- Job Related Technologies Trainings



PART SIX: PROJECT MANAGEMENT SYSTEM

In order to manage the whole Projectile affairs and prevent from emerging of any types of managerial problems and deficiencies during the run on period of the Project, this time BOOST KABUL SERVICES is committed of a more standard and effective management system, some of the apparent methodologies are:

- Internet link and Installation
- Digital Telecommunication System
- Installation and Appointment of active Representatives
- Installation and Appointment of expert admin personnel
- Holding active online, email System between our offices
- Deployment of more efficient, active and expert Zonal Representatives
- Authorized and Elaborated Standard Mgmt System(Explained in below)

PART SEVEN: METHODS AND PROCEDURES

Despite of some troublesome and deficiencies in the run on methodologies and procedures of the Project, this time BKS propounds standard and effective methodologies to handle with the general related affairs of Ancillary Staff Project, some of the sample presentations of our methods and procedures are as:

- Punctual feedbacks to forwarded messages and memos
- Punctual and practical standard resolution takings on related issues
- Rationale and pragmatic decision making for inquiries
- Rapid systematical accomplishments of Admin/Finance respective issues

Functioning of any beneficent standard manners for the administration and Management of the Project.

Practicing of such Admin Techniques that will prevent from delays of correspondences and action phase steps.

Such Practical and Standard methods that will not only create sound relations between us, but also it will enhance and achieve well the e related issues.

PROJECT EVALUATIONS

One of the major endeavors of BOOST KABUL SERVICES is focus on Supervision and Evolution, thus, in order to Evaluate the Project's Whole Affairs ,BKS will set up some other active Supervision Teamwork; in spit of having an Elaborated or Expert Evaluation Board, the Teams of Supervisions and Evaluations will be active through several arenas, as:

- Administrative Matters:
- Financial Matters
- Legal Matters
- Capacity Building Matters
- Supply Provisions Matters
- Health and Insurance Matters
- Security and Protection Matters
- Many more that will be of value during the Project.
- Sanity, Cleaning and Safety



OTHER SERVICES

Electrician



Mechanic



Plumber



Carpenter



Painter

The said Expert and Supervisions Board will evaluated and analyze the Problems in Projectile Mood, and reports to BLP for final decision making and conductions, decision will be made only the after DM Sessions approves the need and action steps. In addition, BKS most welcomes and appreciates any steps and acts of Evaluations that would be taken by UN related Authorities, therefore BKS will also remain in charge of rendering that as result of reciprocal agreements.

PROJECT INPUTS

Please refer to Budget Line; it clearly states and affirms the input cost of the Project.

BACKGROUND

BOOST KABUL SERVICES (BKS) is one of the first Cleaning Services private companies established in 2001. Since 2003 to now, BKS is involved in Security Protection and Cleaning Services projects with

- Unicef(Since three and half years, providing of Security Guards, Cleaners and Skill workers)
- UNOCA Compound (for two years, providing of Security Guards)
- UNAMA (Since three years, providing of Cleaning for various locations, UNAMA Administration Building in UNOCA Compound, compound B, Palace 3 7 and Airport)
- Electoral (Provision of Cleaning Services for two year)
- UNPFA (Provision of Cleaning Services for two years)
- AFP (Provision of Security Guards & Cleaners since last year)
- Embassy of Canada (Provision of Cleaners since last year)

BUDGET LINE

CLIENTS



unicef



Canada

