

KINGDOM OF CAMBODIA

Nation Religion King



Phnom Penh HR
The Best HR & Consulting

- ❖ **Recruitment**
- ❖ **Taxation**
- ❖ **Outsourcing**
- ❖ **Consulting**
- ❖ **Job Training**

PHNOM PENH HR

We grow with you!

Office: 093 682 682 | 078 868 848

Email: info@pp-hr.com

Facebook: [facebook.com/OfficialPhnomPenhHR](https://www.facebook.com/OfficialPhnomPenhHR)

Website: www.pp-hr.com

Address: #9, St. 242, Sangkat Chatomuk, Khan Dunh Penh, Phnom Penh, Cambodia

Background of Phnom Penh HR

❖ *Phnom Penh HR*

Phnom Penh HR Agent Co.,LTD is the best recruitment and consulting company in Cambodia and reachable market. Our slogan is that clients are our business life and we cannot live without clients, so we must be responsible to our clients with best quality services that will satisfy clients' need and expectation.

Phnom Penh HR helps employers to find valuable right employees for employers, and also our company helps employees to seek multi-sector employers that candidates prefer to work and meet their satisfaction. Our qualified management has different skill experience of multi industry and organization for many years, so we have confidence to provide our best services to our valuable clients.

Our quality services include HR recruitment, consulting, outsourcing, professional job training, accounting system and service, monthly and yearly tax consulting, human resource management system, HR policy and manual.

Especially our services are provided by skill and qualified people who graduated ACCA | CPA, Diploma in Cambodia, Tax Agent and MBA.

❖ *Vision Statement*

We want to become a market leader and the best agent in HR recruitment and advisory sector for both Cambodia and reachable international markets, with the best reputation and professional services.



❖ *Mission Statement*

Phnom Penh HR, with experienced, ethical and professional team, provides the highest quality services in recruitment, consulting, tax advisory, outsourcing, professional training, human resource management system, HR policy and manual service to individuals, companies and non-profit clients.

Our highest quality services in both domestic and reachable international market will meet clients' expectation and organizational environments. We have responsibility for stakeholders such as clients, employees, society, communities and stakeholders to achieve sustainable growth.

Our Services

❖ *Recruitment Service*

Phnom Penh HR is the best recruiter who can help employers for recruiting experienced and skillful employees and managers because we have different experienced team for many years in different managerial environment that will choose right people to match the employers' requirement and expectation.



We have strict processes for choosing employees and managers instead of employers, and the main elements in the recruitment, selection and hiring process as follows:

1. Develop a position description that includes a comprehensive overview of the job including the responsibilities, competency, relationship, experience, working conditions and expected benefits.
2. Create well-defined selection criteria for use in screening candidate, testing examination and preparing interview questions.
3. Ensure that the selection process is fair, consistent, well understood, and legally and professionally executed.
4. Conduct thorough reference checks on final candidates.
5. Conduct pre-employment testing as appropriate.
6. Ensure that all candidates being interviewed are managed respectfully and receive timely and accurate feedback.
7. Maintain goodwill with all applicants because everyone is a potential source for future relationship.
8. Final candidates are sent to meet employers to make final decision whether whichever candidates satisfy employers' requirement and expectation.

Our recruitment service is recognized the highest quality in Cambodia and reachable market. Phnom Penh HR is satisfied both candidates and employers. We have good relationship with stakeholders.

❖ *Consulting and Advisory*

Phnom Penh HR understands of different business environments, so our company will give high quality services to our valuable clients such as accounting, tax, audit, business strategy, management advisory, and HR trend and HR compliance advisory.

❖ *Accounting Service and System Preparation*

Phnom Penh HR has different skill experts that can help your company for accounting system, and especially we have management that graduated ACCA|CPA to solve this case. Accounting system is so important for long run of business. If accounting system is messy, we do not know accurate profit, loss, revenues or expenses, so company may face risk of fraud or error.

Accounting system is prepared once but we can use forever, and we can adjust at future if your company changes nature or size of business. You can trust Phnom Penh HR for accounting system preparation because our management ever worked and prepared for different businesses or organizations.

Accounting system preparation includes the following crucial points.

- Income statement
- Balance sheet
- Statement of cash flow
- Daily cash report
- Account receivable report
- Account payable report
- Sale by customers
- Expense by vendors
- Profit or loss by customers if necessary
- Stock or inventory report
- Class or division classification
- Payment voucher via accounting system
- Invoice via accounting system etc.

❖ *Tax Advisory*

Phnom Penh HR has management that graduated ACCA|CPA, diploma in Cambodia Tax and Tax Agency. They have many years of experience about Cambodia Tax. Main two types of Cambodia Tax as follows.

Monthly Cambodia Taxation:

- Prepayment of Profit Tax
- Withholding Tax
- Tax on Salary

- Value Added Tax
- Specific Tax on Certain Merchandises and Services
- Tax on Property Rental
- Accommodation Tax
- Public Lighting Tax

Yearly Cambodia Taxation:

- Tax on Profit
- Minimum Tax
- Patent Tax
- Unused Land Tax
- Tax on Means of Transportation
- Property Tax



❖ *Internal Audit Service*

Internal Audit services include checking cash, account receivable, account payable, inventory, fixed asset, revenue, expense, liability. After auditing these items, we will make internal audit report. Also we will audit income statement, balance sheet and statement of cash flow for your internal purpose.

❖ *HR Management System*

A Human Resources Management System (HRMS) is the systems and processes at the intersection between human resource management (HRM) and information technology.

Human resource management systems can provide benefits to our clients for management such as payroll, time and attendance, performance appraisal, performance record and management of detail employees that make easily for our valuable clients.

❖ *HR Policy & Manual*

Phnom Penh HR helps to prepare HR Policies and Procedures that are compliance with law and professional ethics and conduct for our clients. HR administration, employee recruitment procedures, HR development and compensation procedure are the useful factors for successful organization.

❖ *Outsourcing*

Phnom Penh HR will help to reduce the complex and time consuming processes of clients thru our outsourcing service, so our clients will have time to focus more the core issues.

We have full and part-time personnel to work with your organization for length of working period required by our clients. Phnom Penh HR resolves complex payroll process, compensation, insurance, employment contract, taxes and compliance with country laws.

The following top benefits of outsourcing service from Phnom Penh HR:

- **Get access to skilled expertise**

One of the primary reasons why a business may want to outsource a task is when it requires skilled expertise. Our company has different skill employees who can help you and your company.

- **Focus on core activities**

Workload increases with additional non-core functions and the quality of your core activities suffers as your business grows. Outsourcing service plays an important role by allowing your key resources to focus on primary business tasks.

- **Better Risk Management**

Outsourcing service will allow you to share any associated risks with your outsourcing partners by reducing your burden. The competent outsourcing partner can reduce the risk involved in having the same task done in-house by employees.

- **Increasing in-house efficiency**

After you allocate tasks to our outsourcing service, we can share the workload of your employees, so your company can use them more efficiently.

- **Run your business 24/7**

We may take over and continue your work even after your employees go home. We can complete critical tasks and send it back for your review the next day.

- **Give your business a competitive edge**

The benefit of outsourcing is that it helps your organization gain a competitive edge in the market. You are not only providing your customers with best-of breed services, but increasing your productivity while managing your in-house resources intelligently. Outsourcing can help you surpass competitors who have not yet realized the benefits of outsourcing.



- **Staffing Flexibility**

Outsourcing tasks allows your business to maintain a financial flexibility when there is an uncertainty in demand. You can scale up or down comfortably outsourcing services.

- **Improve service and delight the customer**

Our skilled expertise will produce quality deliverables faster. With on-time deliveries and high-quality services your customers will be delighted. Outsourcing service can help you benefit from increased customer satisfaction and thus creating a stream of loyal customers.

- **Cut costs and save big**

You are getting access to quality services that are offered at a much lower cost

- **See an overall increase in your business**

Outsourcing service shows an increase in your productivity, customer loyalty, level of quality, business value, profits, and much more.

❖ ***Professional Job Training***

Company or organization that succeeds in goal is based on factors involved in the organization environment, and one key factor among other key factors is management. Phnom Penh HR conducts professional training to managers or employees to become the best technical, skillful and practical persons who are assets for our valuable clients.

Phnom Penh HR will share about job training or practical training for actual work to your employees and management. Job Training includes the following practical skill and subjects:

- **Practical Accounting**

Phnom Penh HR will help clients' employees understand about accounting process, documents and financial statements closing. Financial statements included income statement (statement of comprehensive income), Balance Sheet (statement of financial position), statement of cash flow and notes to financial statements.

- **Practical Auditing**

Practical auditing training included how to audit cash, account receivable, account payable, inventory, fixed asset, revenue, expense, liability. After auditing these items, we need to make audit report for internal purpose. Also we will guide how to audit income statement, balance sheet and statement of cash flow. Making sample or population is important for auditing and collecting audit evidences.

- **Practical Financial Management**

Good financial managers need to understand accounting, financial management, taxation, accounting system and business environment. Practical Financial Management Training will cover all areas such as financial analysis, working capital management (cash, account receivable, account payable, inventory etc.), business valuation, investment project appraisal etc.



- **Practical Cambodia Taxation**

Taxation is the most critical part for business. Tax avoidance or evasion will affect your current business or organization. Phnom Penh HR with our skill people will share experience and train about monthly, yearly and other taxes.

- **Practical Management**

In some cases, we will provide practical management including HR, Marketing and Management.

Contact and Posting Info on Phnom Penh HR

❖ How Post Job Announcement Free on Phnom Penh HR

You can register as “Employer Account” and post your job announcement free on Phnom Penh HR Website. There are the following three steps:

1. Go to our site : www.pp-hr.com
2. Click Menu : Register
3. Click Menu : Post Job Free

If you have any problems, please contact us @ 093 682 682 | 078 868 848.

❖ How Post Job CV/ Resume Free on Phnom Penh HR

You can register as “Candidate Account” and post your CV | Resume free on Phnom Penh HR Website. There are the following three steps:

1. Go to our site : www.pp-hr.com
2. Click Menu : Register
3. Click Menu : Post CV

If you have any problems, please contact us @ 093 682 682 | 078 868 848.

❖ Contact Phnom Penh HR

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