



*"Safety is our priority.
Commitment our workmanship.
Dedication and passion
our key to success."*



SURYA TEJA
FACILITIES MANAGEMENT PVT LTD
ISO 9001:2008

OUTSOURCING | SECURITY SERVICES | FACILITY MANAGEMENT SERVICES



ABOUT US

SURYA TEJA FACILITIES MANAGEMENT PRIVATE LIMITED (STFM PVT.LTD.) is a Ten year's old Private limited Company & a brainchild organized by a group of retired officials from the Central Reserve & Paramilitary forces. Among such reputed officials, the Chairman Rtn. M.S.Ahmed Ali, DIGP. (Retd) has been heading the organization, after having served in one of the most renowned Indian Para Military Forces for over 36 years in various parts of the Country and in various capacities with vivid experience in the field of Law and Order, Insurgency, Anti - Naxal, Human Resources Management, General Administration and expertise in Security Operations, Including Industrial Security and has also won many Medal(s) including PPM "PRESIDENT'S POLICE MEDAL" and he also served as a Chief Vigilance and Security Officer in BHEL, Corporate R&D, Hyderabad (TS) for more than five years on deputation

Further, our Managing Director CB. Ramakrishna (Founder Director) as well served in the Nation's Pride Para Military Forces for 22 plus Years and had a unblemished Track Record. After VRS(Voluntary Retirement) from Govt. Employment, he established the organization with a noble thought to create employment avenues for educated unemployed

rural & urban youth. He holds a great pride in power packing the organization to its best ability for providing employment and growing opportunities in Outsourcing & Management Segment. STFM provides the entire range of Integrated Facilities such as employment for skilled out sourcing, Managing safety and security with Static Guards, Quick Reaction Teams, Beat Patrols, Executive protection, Event Management Property management, Body Guards, Escort Services. It also provides Risk Surveys/Audits and offers a range of collective Solutions along with Consultancy. STFM (Surya Teja Facilities Management) stands to help you unfold new potentials and maximize the ensuing benefits of our services for its clients. In the years ahead STFM will continue to be a resourceful business management company for employment and consultation. STFM will remain a prime source for our clients to assist with Visionary business and a role in managing decisions. It is yours Our member's organization and Our mandate is to serve your business needs. We believe that technology holds the key to safety, energy security, access to information and economic freedom, which are imperative for empowering at all times.



VISION

We are constantly striving to expand our office operations to meet and exceed our clients ever-changing needs. Our foundation is based on a corporate philosophy rooted into hard work and integrity.

MISSION

We aim to be the service provider of choice as far as managing services are concerned, with a Cardinal effort and Support.

VALUES

Our service business completely relies on our employees to deliver high quality performance to our clients in different locations to match with the **Client Company's ethics, professional attitude, high values and standards**. Our services can be customized to fit with the objectives of your organization driven and delivered by experienced professional to achieve quality results at a cost effective value.

LEADERSHIP



Rtn. M.S. Ahmed Ali
DIGP (Retd), PPM
Chairman



Mr. CB. Ramakrishna
Managing Director



Mr. Satyanarayana Nallamilli
Director



Mr. CB. Anoop Kumar
Director



Mr. CB. Abhilash
Director

OUR ETHOS

Surya Teja Facilities is a law abiding company doing all services and activities under over all ambit of the law. Our values and culture reflect in our behaviour and actions. Our service business completely relies on our employees to deliver high quality performance to our clients in different locations to match with the Client company's ethics, values and standards. Our employees are trained and motivated with total Job knowledge, Point to point addressing of grievances, appreciation's, motivation's, a defined & definitive carrier growth, access to think tank, support and guidance throughout the career with us.



WHAT WE DO?



Our services can be customized to fit with the objectives of your organization driven and delivered by experienced professional to achieve quality results at a cost-effective value.

We follow systematic planning and procedures for the services we provide. When you choose Absolute Services, you are guaranteed a job done by a well-informed, experienced staff, qualified supervisors with a state of the art equipment's. A regular training program ensures that our staff stays current on the latest techniques and usability of the technology and such equipment's. We hold a diverse portfolio of clients that reads like a "Who's Who" across all industries and our service is personal and transparent with information sharing at our clients fingertips. Our focus on ethical working practices, coupled with inventive recruitment and investment in our staff has culminated into strong trading performance and valuable market recognition.

We are also a Facility Management Company which simplifies your Goals with a World class Services. We provide complete solutions that help you leverage your Performance when we take care of your day to day needs.

The success rate of Surya Teja ever since its first day of commencement and to the overall decade its performed till now through its clients and employees as well as workers has been out standing and phenomenal.

We call it an Integrated Facility Services while you may term it pure convenience. The STF workforce is committed at Understanding the local needs of every organization that we serve with our global standards and bring you services alike:

- **Outsourcing Employment Services (Skilled & unskilled)**
- **Safety and Security Services**
- **Housekeeping Services**



OUT-SOURCING SERVICES

Surya Teja Facilities Management is a leading Out-Sourcing skilled and unskilled manpower consultancy with almost Ten Years of dedicated experience in providing end to end solutions to our valued clients at all times.

The Benefits of outsourcing your business processes include, Cost advantages, Increased efficiency, Focus on core areas, Save on infrastructure and technology, Access to skilled resources, Time zone advantage, Faster and better services. We provide the services of qualified and well experienced professionals towards the need of the organization on contract basis and recruitment too, For MNC (Multi-National Companies), Banking, Insurance, Health, Hospitality Central & State Government Organizations, Offices.

The Modes of outsourcing employment include:



OUR OFFERINGS

Office Support Services

- Front & back-office assistants
- Front desk executives
- Tele callers
- Data entry operators
- Data scanning operators
- HR/Account's assistants

DC/Warehouse staff

- Pickers & Packers
- Loading & Unloading
- Bar coding staff
- Data scanning assistants

Retail specified staff

- Customer service assistants (CSA)
- Handy boys
- Cash counter assistants (CCA)
- Trolley boys
- Baggage counter staff
- Trial room checkmates
- Food processing staff
- Night refilling staff
- Gift wrapping staff
- Loading & Unloading

- Off sale-Seasonal staff
- Promoters (Indoor)

Industrial pharmacy & miscellaneous staff

- Production helpers
- Casual staff
- Door 2 Door promoters
- Demo tent campaigning staff

Software and civil engineering Industry

- Software Engineers
- Civil Engineers and PhD graduates

SAFETY AND SECURITY SERVICES



Highest quality security-guard services to meet the needs of commercial and residential security. "SYSTEM" personnel are well qualified to handle all kinds of Security Solutions and Services. They are trained in self-defense, basic weapon usage, firefighting, first-aid, CPR and other such pivotal life-saving techniques. More than anything else, they take great pride in "Client Satisfaction" - a characteristic fundamental in making of a good security professional.

At present, these are the services (Safety & Security) that are in our offering:

Institutional Security

- Govt Colleges & University
- Private Colleges & University

Corporate Security

Industrial Security

Hospital Security

Bank Security

- ATM
- Cash Management Security 6 Hotel Security

Event Security

Residential Security

Transport Management

PSO

Toll Management

- Highway
- Patrolling

Security Consultancy

- Security Designing
- STF Branch Offices & Auditing and Plan
- Risk Assignment Services
- Investigation & Verification
- Electronic Security & Surveillance

Training

- Physical Training & Client Customized Training
- Professional Training on Safety and Security
- Job Training based on Client Requirements, Working Conditions, Policies.

Providing Gun Men or Armed Men Security

SECURITY AUDIT SERVICE

security & safety audit service is designed to audit the security and safety system design, its documentation, its implementation, its maintenance policy, maintenance record process, audit process. it will give a systematic evaluation report from security & safety expert's panel



HOUSE KEEPING SERVICES



House keeping services by "STF" includes activities such as housecleaning, that is, disposing of rubbish, cleaning dirty surfaces, dusting and vacuuming. It may also involve some outdoor chores, such as removing leaves from rain gutters, washing windows and sweeping doormats. Floor cleaning is done to make the home premises look and smell better and be safer and easier to live in. If left Without cleaning, lime scale can build up on taps, mold grows in wet areas, smudges will be seen on glass surfaces, dust will forms on surfaces, bacterial action can make the garbage disposal and toilet smell and let the cobwebs accumulate. Tools used in cleaning include vacuums, brooms, mops and sponges, together with cleaning products such as detergents, disinfectants and bleach.

SAFETY MEASURES IN HOUSEKEEPING

- Sign Boards Provides information or instruction using a combination of shape, color and symbols but excludes information in writing, Red for prohibition Yellow for caution, Green for positive action, Blue for mandatory actions a O Discs for prohibitions and instructions, Triangles for warnings Squares and rectangles for emergency and information signs.
 - Cleaning Equipment's Manual · Brushes
· Brooms · Box sweeper · Dry mops · Wet mops
Cloths · Container · Polish applicator Mechanical
· Vacuum cleaner · Carpet pile lifter · Floor sweeping machine · Scrubbing machine|· Carpet shampooer.
 - Scrubbing & polishing machine - whether you ride on a scrubber or push a cleaner from behind, you should wear safety goggles to protect your eyes. People with sensitive ears also may wear ear plugs while using this equipment.
- Vacuum cleaner - When not in use, unplug the vacuum cleaner from the wall outlet. This protects the cord and plug and helps prevent accidents. Never vacuum a wet surface. This can damage the motor(s) and puts the user at risk for electrical shock. If a machine has been exposed to moisture, have it checked by a certified technician before use. Do not clean up toxic or flammable materials with a vacuum cleaner. Carpet shampooer - Cords of the machine should not get wet while shampooing the carpet Mechanical Equipment's & Their Safety Check.
- Methods of using Equipment's, Check the machine is well maintained and fit to be used, i.e. appropriate for the job, working properly and all the safety measures are in place - guards, isolators, locking mechanisms, emergency off switches etc.; Use the machine properly and in accordance with the manufacturer's instructions; Make sure employees are wearing the appropriate protective clothing and equipment, required for that machine, such as safety glasses, hearing protection and safety shoes; Don't use a machine or appliance that has a danger sign or tag attached to it.
 - (MSDS) Material Safety Data Sheet Common cleaning agents like Water is the most common cleaning agent, which is a very powerful polar solvent. Soap or detergent. Ammonia, as well as Calcium hypochlorite (powdered bleach) Citric acid. Sodium hypochlorite (liquid bleach) are used.

TRAINING

We provide professional training to Security Guards, Lady Guards, Supervisors, Inspectors, Assignment Managers and Armed Guards, to suit your varied range of Security requirements. We provide quality Security Management Services, as per the requirement of clients & our training module is as recommended by Private Security Regulation Act-PASARA-2005.

Security Guards are the first line of defence against crime. With unpredictable situations, and terror on the rise, the guards are required to gain some basic knowledge on how to react in emergency situations. Additionally, different sectors in the corporate and industry require guards to behave and react accordingly.

Our training includes, Classroom Sessions, on-the-job and site specific sessions and further enhancement with promotional & specialised trainings. The basic training in military drill is imparted and the bearing of a raw person is perfected. Security personnel are fully trained to cope up with all kind of unexpected situations. We provide Training both armed and non-armed personnel under our Industrial Security Services.

Our Instructors are trained under extreme conditions in Armed forces to adapt themselves to handle difficult situations. All of them having Ex-military background.



OUR TRAINING MODULE

- Giving Trade training as per industry standard norms
- Awareness on policies (leave, Promotion, resignation etc.).
- Handling equipment related to trade
- Implementing checklist system
- Writing attendance
- Telephone mannerism
- Floor behaviour
- Employment terms & conditions
- Data Safety
- Fire safety
- Asset protection
- Loss prevention
- Risk analysis
- Emergency reporting protocol
- Awareness on benefits from Statutory bodies
- Directions on using cleaning agents
- Career growth aspects
- Gate management
- Drill, PT, Weapon Training
- Physical Security Management
- General Awareness
- Disaster Management,
- Fire Fighting & First Aid
- Bombs and Improvised Explosive Devices
- Legal Aspects of Security
- Security Operations and Equipment
- Soft Skills and English Speaking
- Basic Computer Skills
- First Responder-Bomb Threat
- First Aid
- Body Language
- Overview Electronic Security
- Identifying and Handling Suspicious Signs
- Fire Fighting
- Practical Legal Aspects
- Internal Theft Controls
- Executive Protection
- Bomb Threat Procedure
- Search Procedure
- Evacuation Procedure
- Parking Management
- Cargo Security
- Work Place Violence
- Soft Skills

OUR STRENGTHS



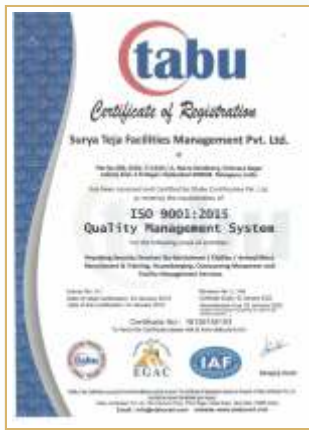
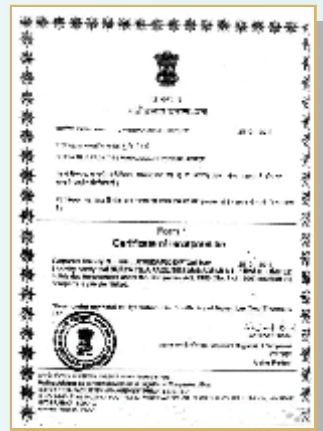
Employee Retention-Scheme

- Rewards & recognition programs
- Refreshment courses
- Identifying best performer and promoting them
- Monthly wages / salaries in time
- Wages as per minimum wages
- 100% statutory payments declaration
- Events at unit level (yoga, laughing, games etc.)
- Effective employee grievance cell
- Team building activities
- Enhancing leadership qualities
- Identifying additional skills for better opportunities
- Senior management availability for any concerns
- OPC availability
- Separate female grievance cell
- Interaction with govt. representatives

Our employment Sourcing Ability

- News Paper ads.
- Tie up with district employment across South / North / East / West states.
- Co-ordination with employment based NGO's.
- Identifying manpower mobilizers in maximum villages, towns & cities.
- "JOB MELA" drive in coordination with DEO'S.
- Social media & internet postings.
- Daily employee data collection through our field executives.
- Identifying employees who are paid less than wages ACT.
- Migration from other state based on requirement.
- Employee referral schemes.
- Job portals.
- Campus selections.

REGULATORY



MEMBER OF



OUR CLIENTS





SURYA TEJA

FACILITIES MANAGEMENT PVT LTD
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