

PROFILE



Rajan Company

High Building Glass Cleaning &
Janitorial Contractor
Floor Polish & Fumigation



City Centre Mall & Tower
Bahadurabad



Al Hamd Academy
Tariq Road



Dill Khusha
Tariq Road



Saima Tower
Johar Mor



Tabani Academy
Allah Wali Chorangi Nursery



Business Centre
Shahr-e-Faisal

**Address: Suite #110, 1st, Floor, Business Arcade
Shahrah-e-Faisal, Karachi.**

Cell: 03232357383, 03111059057



COMPANY INFORMATION



Company
Profile

Rajan Company

NAME	: RAJAN COMPANY Janitorial Services
NATURE OF BUSINESS	: High Building Glass Cleaning & Janitorial Contractor, Floor Polish & Fumigation
OFFICE ADDRESS	: Suite #110, 1st, Floor, Business Arcade Shahrah-e-Faisal Karachi.
TEL OFFICE)	: 021-34387973, 021-34387962
NTN	: 3259206-0
CELL	: 0323-2357383, 03111059057
E-MAIL ADDRESS	: rajanandcompany1@gmail.com
WEBSITE	: www.rajancompany.com
BANKS	: Metropolitan Bank, HBL Bank



INTRODUCTION



Company
Profile

RAJAN COMPANY

We would take the opportunity to introduce our services that Rajan Company concepts is a Company based by substantial years of experience and modern expertise our management is consisting of qualified personal with hing level of exposure in janitorial service and hotel industries.

The janitorial work has become as industry in developed countries witch had been ignored in our Country now its importance is begin realized. The most important element in this field is modern techniques and expertise, we have, strong infrastructure and are of the requirement off international standard, the company is ready to meet them.

1. Daily cleaning moping vacuum carpet cleaning.
- 2.. Washing twice day with phenyl of Bathroom and will continue to be washed during the whole day.
3. Washing of marble walls monthly.
4. Daily buffing of ground floor with machine.
5. Washing of one floor weekly only.
6. Fortnightly floor polishing.
7. Staircase cleaning weekly.
8. Fortnightly glass cleaning with chemical.
9. Fortnightly cleaning of electric appliance.
10. Continues moping and cleaning during the say of each and every floor of building.

Then Company is equipped with latest janitorial equipment to address the challenges of modern era. Out vision is to always adopt the latest innovations of janitorial industries.



QUALITY POLICEY

Company
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RC Management & Employees are committed to:

- Provide high quality services to our valuable clients.*
- Achieve continual improvement in our processes through effective implementation of QMS.*
- Promoting teamwork in the Company and achieve client's satisfaction.*

RAJAN COMPANY





RAJAN COMPANY

OUR CLIENTS



LIST OF CLIENTS



Company
Profile

Rajan Company

- **Citi Center Mall& Tower**
Bahadurabad
M.I.: Irfan Lala



- **Tabbani College**
Allah Wali Chorangi
M.I.: Samad



- **Business Centre**
Shahrah-e-Faisal
M.I.: Shah Sahab



- **Target Company**
Allah Wali Chorangi
Mani.: M. Waseem



- **Al Hamed Academy**
Tariq Road
M.I.: Shaharyar Khan



- **Dil Kusha**
Tariq Road
M.I.: Abu Bakar



- **Saima Residency**
Jouhar More
M.I.: Riaz Sahib



- **Askari General Insurance Co.**
Tariq Road
Adm: Waqqad Ahmed



- **Prime Residency**
Bahadurabad
M.I.: Khurram Sahib



- **Dulara Residency**
Bahadurabad



- **Fatima Tower**
Bahadurabad
M.I.: Naveed



- **City Hieghts**
Bahadurabad
M.I.: Salman



Offices:

- Business Arcade Park Avenue
- Royal Company
- Maryam Square
- Sharia House Office
- Dynamic Company
- Arcoo-International Company
- Q Mouse
- National Textile Company
- S.A Enterprises Company
- The Empire Hall
- CNG Office
- Pasha Company
- 3 wogle company



SERVICES PROVIDED BY RC

JANITORIAL & HOUSEKEEPING:

Rajan Company is providing Janitorial & Housekeeping services, on One-Time Service basis or Daily, Weekly, Monthly and Yearly basis, with material or without material or without material.

Out Side Glass Cleaning

Window Cleaning

(Inside & Outside)

Frame & Sills

Conservators Cleaning



FUMIGATION

Rajan Co. Provides Services for eliminating Flying insects, Crawling insects, Termites & Rodent Control. (One time service, or on monthly / annual basis.)



CARPET CLEANING, SHAMPOOING & WASTE MANAGEMENT

Rajan Co. can Provide service on monthly/ annual basis, or on one time basis. We also manage your waste stuffs.



MAIN POWER SUPPLY

Rajan Co. can supply highly trained and skilled Mainpower for the following tasks, on monthly/annual basis.

- | | |
|--------------------------------|-------------------------------|
| 1-Gradenig & Landscaping Staff | 2.Electrical Staff |
| 3-Plumbing Staff | 4-Computer Operators |
| 5-Office Assistants | 6-Others, as per requirement. |



OFFERING

- 1-Office Cleaning Service 2-Hospitals Cleaning services
3-Hotels & Restaurants Cleaning 4-Banks Cleaning Services.
5-Shopping Malls Cleaning Service 6-Schools Cleaning Services
7-Industrial Cleaning services 8-Residential Cleaning Services



HIGH STANDARD & QUALITY WORK

- Daily cleaning and servicing all offices, Staff Room Cafeteria.
- Daily moping in all office /daily cleaning all dustbins.
- Daily cleaning of all washroom and toilet.
- Daily cleaning of all stairs / parking area.
- Daily cleaning and dusting of furniture.
- Daily vacuum on carpets / Heavy rubbish removal.
- Daily cleaning all out side area.
- Removing of spider web of every 15 days.
- General cleaning of grill of every 15 days.
- Cleaning doors, windows, Glasses, inside and outside of every 10 days.
- Removing all spots of every kind from wall, door & windows.
- Cleaning all electric appliances / kitchen and break room maintenance.
- All related work of janitorial is our responsibility.
- General washing in every 30 days through machines after that buffing.
- Daily cleaning glasses inside outsides.
- Daily dusting reeking! Window cleaning.
- Lobbies and common Area /Restroom Cleaning and supplies.
- Conference Room Cleaning Pre / Post Move In Cleanup.
- Porter / Matron Services / Post Construction Cleanup

RC CLEANERS



Company
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Rajan Company

LIST OF MATERIAL

- 3 Strip Mop
- Steel Mop
- Dry Mop
- Soft broom
- Phenyl
- Sweep
- Acid
- Chemical Liquid
- Bleach
- Scotch bright
- Air Freshener
- Room Freshener
- Road Brush
- Hand Brush
- Toilet Brush
- Toilet pump
- Vim
- Surf
- Fine Duster
- Floor Duster
- Stick
- Small wiper
- Bucket
- Dust pan
- Hard broom
- All cleaning material provided if require.



MACHINE AVAILABLE

Range of
Cleaning
Equipments with a
wide bandwidth of
cleaning
capabilities



Wet & Dry Vacuum



Ride on Scrubber Drier



Walk behind sweeper



Ride on Sweeper



Manual Sweeper



Hot & Cold
Pressure Jet



Scrubber Drier with Disc
brush



Blower



Single Disc Scrubber



Scrubber Drier



Silent Dry
Vacuum



Carpet Extractor

CHEMICAL AVAILABLE



Tiles Chemicals, Toilet Chemicals, Carpet Chemicals, Paint Chemicals etc are available on order

CERTIFICATES



Company Profile

Rajan Company



CERTIFICATES



Company
Profile

Rajan Company



SHOP HOLDERS WELFARE ASSOCIATION.
REGD. KAR NO.170/2014

Best Performance Certificate

It is certified that Rajan & company is giving the Janitorial services in our company since last (4 years). The Janitorial service of Rajan & company is found satisfactory at all. At present the Rajan & company is servicing in our different projects. We always found them spunky with obligation of their duties.

- 1.The Centre (Mall) Saddar Karachi
- 2.The City view, Karachi
- 3.The Plaza (Doctors Plaza Clifton) Karachi.
- 4.Mariam Arcade Karachi

We the "Machiyara" Group of companies highly appreciated for given the BEST PERFORMANCE in their Janitorial Services.

Manager


HR/Admin, operations

The Centre

Saddar Karachi

The Centre, Parting 1, Plot No. 28, 58-65, Abdullah Haroon Road, Saddar Karachi.
Tel: 021-35621511-12-13, Fax: 021-35621514



RULES & REGULATIONS



Company
Profile

RAJAN COMPANY

Following Rules and Regulations have to be followed during employment with Rajan & Company:

1. Job will be carried out strictly in accordance with the procedures set by Rajan & Co.
2. During duty hours, wearing uniform will be mandatory. If someone found without uniform, he/she will be returned from work and no salary will be paid for that particular day.
3. Salary is paid during 5th to 10th of each calendar month. In exceptional circumstances, there is a chance of late salary.
4. Upon receiving complaint against any employee, inquiry is conducted and if found guilty, proper disciplinary action is initiated that could amount to termination of that employee.
5. One week prior approval is mandatory for an employee willing to avail leave. Unauthorized absence from work will be treated gross misconduct that could lead to termination of employment.
6. Unethical behavior/practice such as involvement in stealing/theft (directly or indirectly), dacoity, harassment/threat to any employee/officer/director, consuming toxic material such as alcohol etc will be treated gross misconduct. He/She will refrain him/her to cause damage to any valuable of the customer company.
7. Punctuality is maintained at all cost; late arrival at work is not acceptable in any circumstances. Rs. 100/- penalty will be imposed for each late.
8. Any worker may leave the job at any time by serving one month prior notice or depositing one month salary. Upon termination of employment, uniform and identity card will be surrendered. If someone leave the job without giving prior notice, no salary will be payable.
9. If a worker has complaint against any employee / officer / executive / director of Customer Company, he/she will report to Rajan & Company and will refrain to involve in any altercation.
10. If someone found guilty of preparing forged documents, proper legal action will be initiated.
11. Every worker is required to take good care of property/asset/valuable of the customer company.



Janitorial Service Provider

Our Client (Nazeer Hussain Hospital)



Company
Profile

Rajjan Company



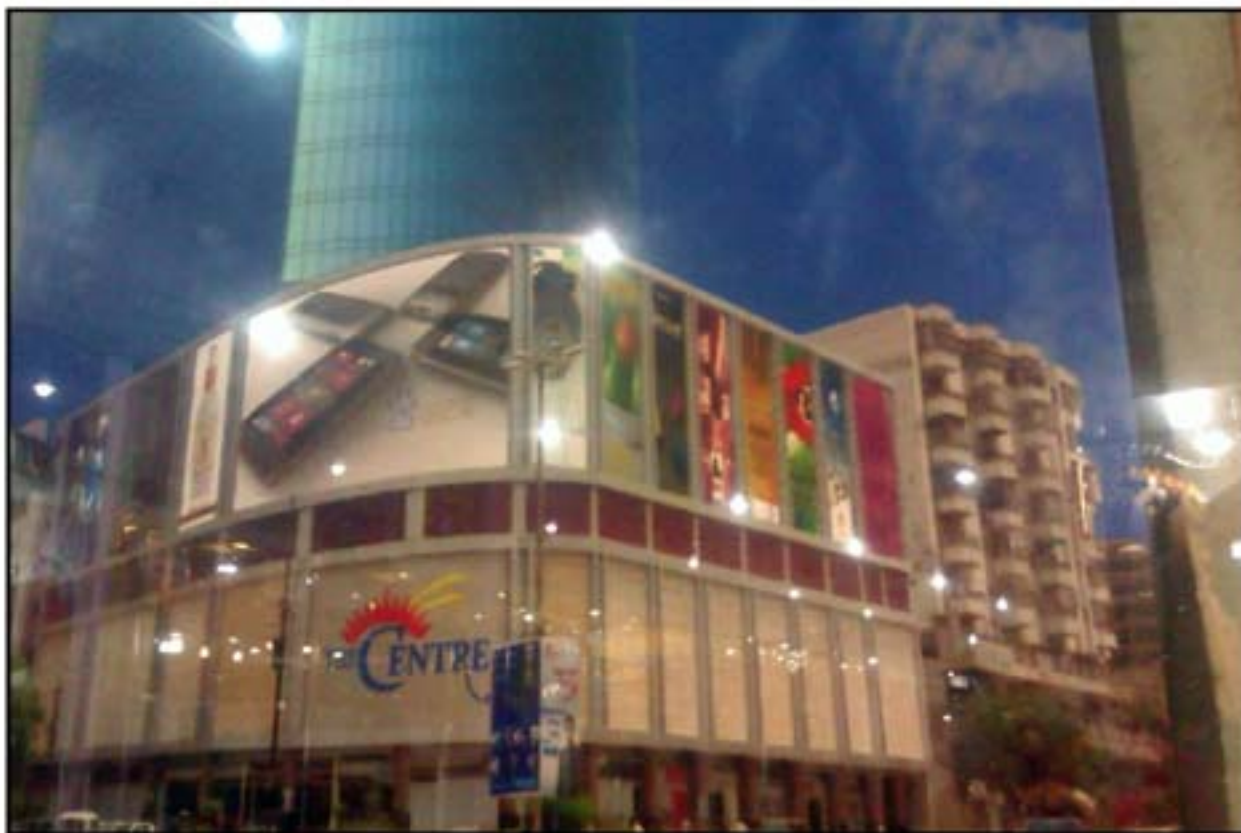
Janitorial Service Provider

The Center Shopping Mall



Company
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Rajan Company



Janitorial Service Provider

CONTRACT



I decided to give the contract to M/s. Rajan Company.

Company
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Rajan Company

THANKS

Address: Suite #110, 1st, Floor, Business Arcade
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Rajan Company

Cleaning ! It's good to be business.

Commercial Cleaning - Pest Control - Fumigation - Janitorial Services - Man Power - Washroom Maintenance

Janitorial Service Provider

City Center Mall & Residency



Company
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Rajjan Company



Janitorial Service Provider

Dilkhusha Shopping Mall



Company
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Rajjan Company



National Tax Number

FBR PAKISTAN Revenue Division
Federal Board of Revenue
Government of Pakistan

NATIONAL TAX NUMBER CERTIFICATE
(Issued under section 20 of the Finance Act, 2001)

National Tax Number (NTN): 3250206-0

Name: RAJAN

Address: RAJAN COMPANY ALL ROUNDER CLEANERS
SHOP NO 425 BRIGH ROAD CANTT BAZAR NEW
IBRAHIM ABAD
KARACHI

Status/Nature: Business Individual

CNIC/Firm Reg./Company Inc. Number: New NIC : 4200005385337

This Certificate shall be prominently displayed at a conspicuous place of the premises in which business or work for gain is carried on. It is also required to be indicated on the signboard where it is affixed.

Date of Issue: 19/03/2009 www.fbr.gov.pk

FOR MORE INFORMATION VISIT WWW.FBR.GOV.PK OR CALL 111-222-222

Rajan Company



Janitorial Service Provider

Nazeer Hussain Hospital



Company
Profile

Rajjan Company



Janitorial Service Provider

Tahiry Mosque



Company
Profile

Rajjan Company



Janitorial Service Provider

The Center Shopping Mall



Company
Profile

Rajjan Company



Janitorial Service Provider

The Center Shopping Mall



Company
Profile

Rajjan Company

