

MENAITECH SYSTEM BY ELITETEC

MANAGE
YOUR
SUCCESS

We Speak the Language that **Leads** the World's Technology



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WHO WE ARE

EliteTec for Information Technology is an Information Technology and Security Consultancy Company based In Kuwait, with vastly experienced Staff in IT Solutions & IT Security Consultancy, and with experience extending over the last 25 years in the IT Industry

Our Experience

- Our Experience includes IT Projects related to Fuel Retail, Telecom, Petrochemical, Oil, Banking, etc.

Our Approach

- Our Approach has always been Excellence in the provision of IT Based Solutions & Services.

Our Vision

- Our Vision is to establish ourselves as an Entity of Repute in Kuwait, the GCC Market and beyond, in the provision of Solutions & Services that meet International Standards, by adopting ISO Standards within our work ethic.

SERVICES WE OFFER



Consultancy



Information Security



**Remote
Managed Services**



IT Infrastructure



**Information Risk
Management and Auditing**



**RPA – Robotic Process
Automation**



**Mobile App Design &
Development**



**Website Design &
Development**



Business Solutions



System Auditing



Training Services

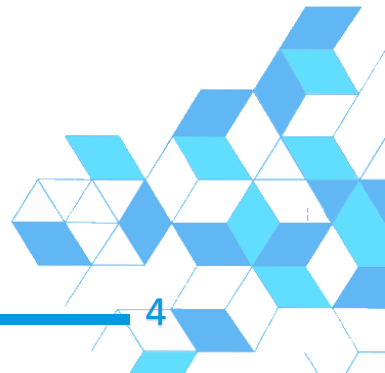
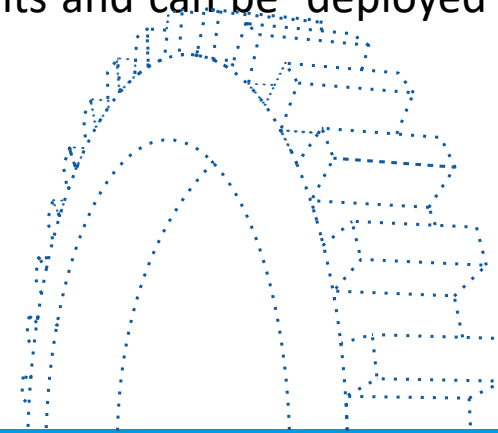
MENAITECH SOLUTION



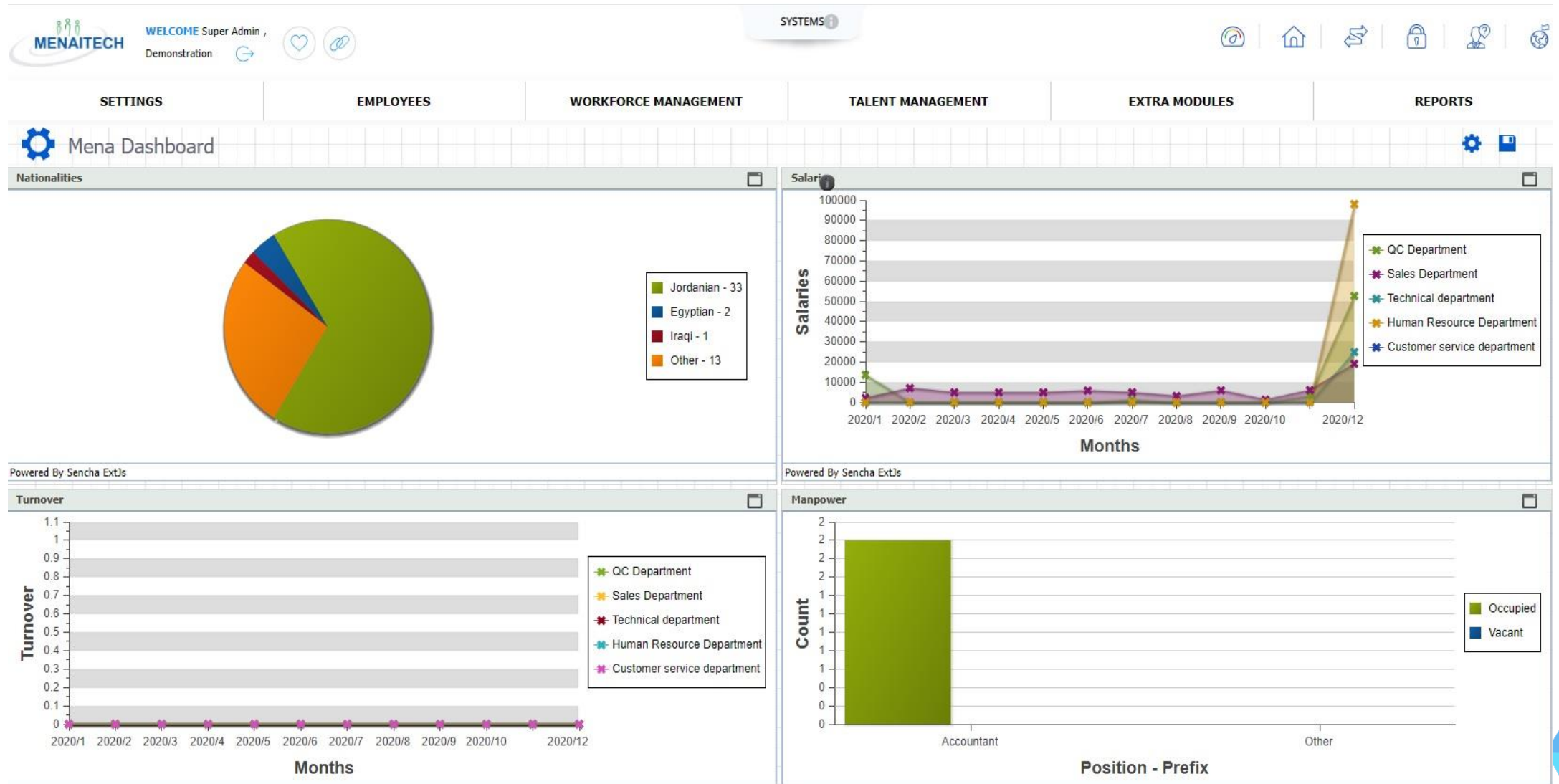
If it holds true that the right people make all the difference, it also holds true that a fully integrated web based HR Management System makes that difference more meaningful if it is to embody a portfolio of the leading human capital management practices thereby increasing the overall value of the HR offering to clients.

MenaITech realizes that a business does not bring forth the ideas by itself, and by itself is neither innovative nor efficient. It is the people and technology that make all of those things happen.

MenaITech's solutions, available as a web based suite of HR products and on-premise solutions, offering intuitive, functional, adaptable and progressive features that help organizations to manage their workforce by improving human resource processes, and making HR an integral part of their strategic planning. MenaITech's HCIS brings forth the broadest range of integrated modules with multiple options to implement and finance their Human Resources with solutions in the most appropriate ways for their business. Moreover, **MenaITech's** comprehensive HR solutions address the latest regional statutory and legislative requirements and can be deployed according to customer's requirements without compromising on the functionality.



MENAITECH DASHBOARD



MENAITECH SOLUTION

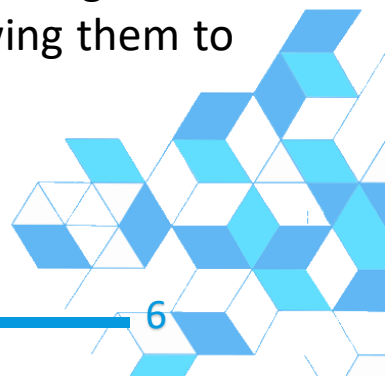
MENAHR



Undoubtedly, achieving business goals totally depends on attracting, retaining and motivating people. Along the same line, and on one powerful platform, **MenaHR®** allows you to systemize and focus on sourcing, engaging, developing and retaining the right people with the right skills at the right time; in a way that is not only smart but also incredibly cost effective. More importantly, **MenaHR®** enables you to concentrate on your strategy rather than paperwork.

With that being said, systemizing HR processes is a key to ensure that there is ample time for talent management, all great for improving your organization's performance and profit.

On the recruitment front, MenaHR® facilitates the entire cycle of talent acquisition process right from candidates' short listing, interviewing, offering, on boarding all through to complete employment cycle. To improve your business and to develop your employees continuously, performance appraisal module facilitates the evaluation process and allows you to align your employees with the corporate objectives. This is coupled with the training functionality that helps you to identify training needs, training providers, registration, planning the budget and training agenda to ensure that all your employees understand their responsibilities very well by allowing them to develop themselves.



MENAITECH SOLUTION

MENAHR

In addition, succession planning module integrates with performance and talent management solutions. Succession planning provides the ability to identify and track potential successors who are best suited to replace current employees holding key positions. This enables managers to develop and maintain succession plans for individual jobs, employees, and positions as well as track and manage employees in the defined talent pools.

MenaHR® is a user friendly module that can be easily adapted to any kind of industry, geography or service.



HUMAN RESOURCES INFORMATION MANAGEMENT SYSTEM

Features

Comprehensive Personnel Management

- Talent Acquisition
- Talent on Boarding
- Training & Development
- Recruitment Management
- Time and Attendance management
- Monitoring employee performance
- Travel Policy
- Appraisal Management
- Succession Planning
- Competency Based Model
- Organization Structure & Charts
- Offers greater total business value by streamlining the entire employee life-cycle

Contribute To Your Strategic Advantage

- Empowers the entire workforce to focus on key company objectives such as competency gaps and developments
- Career Path Planning and Succession Planning

Do More With Less

- Helps you get rid of tedious email-outs, excel spreadsheets
- Provides a wealth of information and advices to the employees, HR and business leaders
- Offers greater total business value by streamlining the entire employee life-cycle
- Fully integrated or a stand-alone-system

Change The Functional Scope of The HR

- Empowers HR professionals to undergo easy, secured and frequent performance reviews
- Provides comprehensive tools for your HR department, employees, job applicants, and management
- Automates all personnel related and complex transactions, previously conducted by individuals
- Enhanced communication and employee engagement

Benefits

Do More with Less

MenaHR® helps HR professionals to work smarter, faster, and more efficiently to manage every aspect of the organization's most important business asset - employees.

Contribute to Your Strategic Advantage

Handle traditional, paper-based processes and complex transactions electronically and prioritize multiple orders based on various jurisdictional rules. It is time to showcase this revolutionary transformation as a strategic advantage.

Change the Functional Scope of the HR

Let the HR focus on selecting, developing, motivating and maintaining human resources rather than doing non-value added transitional activities.

Comprehensive Personnel Management

Our fully integrated module supports every aspect of employees' lifecycle and helps streamline the communication, collection and analysis of information across your entire organization.

MENAITECH SOLUTION

MENAPAY



No system proves to be truly useful unless it actually meets your requirements. Our flexible payroll processing solution; **MenaPay**® automates and streamlines your payroll and personnel workflow. It acts as a proactive decision support tool that embraces best HR practices and ensures that **MenaPay**® implementation transforms your organizational focus on strategic issues.

MenaPay® gives seamless access to both pay and benefits information and keeps the managers informed about their employees. At the same time, the employees stay informed about incentives and earning histories.

With a powerful reporting tool, **MenaPay**® offers management, the feature of creating customized reports that generates a quick snapshot of the information required in the desired format. Understanding the importance and severity of the function and the data, **MenaPay**® is served with the highest level of security.

MenaPay® makes sure you deliver a customer-orientated service by freeing HR staff of tedious transactional work to focus on other more strategic activities.



PAYROLL & PERSONNEL SOLUTION

Features

Flexible Payroll Processing

- Flexible Parameter Driven Structure
- Unlimited number of payrolls
- 7/24 supported payroll management
- Management of multiple bonuses, additional monthly pay, saving funds, health insurance, integration, time attendance data and much more
- Compensation and benefit information

Multi-Function Management & Reporting

- Robust tax management features, including tax tables & support
- Apply multi-tax systems and rules. Supports multi-language, currency and multi-location needs
- Multi pay group facilities
- Multi-currency

Cost effective

- Ability to analyse and ultimately control payroll costs effectively
- Manages payroll account results to banks, tax departments and social security organizations, employee inquiries from a central location
- Designed to meet the needs of all business sizes

Complete information & Comprehensive Reporting

- Real time entry and validation
- Standard and customizable reports that can be previewed, printed, and exported to a file in multiple formats
- Quick access to critical employee information
- Pre- and post-check registrations and analysis of salaries, benefits, accruals, deductions, and taxes for the pay period

Focus on your Core Business

- Easy step-by-step wizards guide administrators to perform various payroll runs
- Secure links with defined workflow rules and authorization access multiple levels
- Reduce your admin costs and free up time for value add HR

Keeps you Compliant

- Managing core HR data and processes, payroll, benefits, and Legislative / regulatory compliance
- Administer your payroll solution across all geographies from one central location
- Regular Updates with Changes to Legislative requirements
- Integration with Time & Attendance, Personnel and General Ledger, etc
- Ultimately streamlines processes

Benefits

Multi-Function Management & Reporting

By eliminating redundancies across major functions, MenaPay® allows HR to manage multi-function shared services and further improves service delivery, drives higher efficiency and accelerates improvements beyond the single function HRMS solution.

Cost effective

Control your payroll costs effectively, adding real value to your organization and consistently delivering a substantial return on investment on an ongoing basis.

Complete Information & Comprehensive Reporting

Generate unlimited reports, all available to help you improve your company's analytic capabilities.

Focus on your Core Business

Save countless hours and piles of paperwork. Reduce distractions and develop focus on core business by moving into Payroll & Personnel Online Solution.

Flexible Payroll Processing

Automate and streamline your day-to-day Payroll & Personnel processes with critical analytical workforce information so that you can focus more on the value added components of your HR mandate.

Keeps you Compliant

Comply with government regulations and organizational reporting requirements.

MENAITECH SOLUTION

MENAME



With the growing demand for HR role to be most differentiated with superior workflow capabilities, it becomes a necessity to empower the employees by leveraging the system's self service capability. **MenaME®** is one such solution which provides you with the means to empower your workforce with just a few mouse clicks. Instead of calling the HR department with routine inquiries, employees can access a central location to view and manage personal data and company information over the Internet or company intranet; anytime, anyplace.

MenaME® helps employees to apply for leaves, request and evaluate training courses; also access their financial details. Employees can request time off, view skills, job history, performance reviews, print pay slips, enter their attendance and more. **MenaME®** empowers employees to take control of their personal information, encourages them to personalize their work space and gives them a collaborative platform to interact with their peers.

The managers' self-service feature empowers them to access information of the employees, accept/ reject employees' leave requests, provide timely feedback, publish any internal announcement pertaining to a new project or event within the department, report a new vacancy and keep a track of the team's attendance, and locate personnel information on both direct and indirect reports with the organizational drill-down feature. By allowing employees and managers to access and manage information and transactions in a paperless environment, HR can streamline business processes, mitigate costs, and improve service delivery in the entire organization.

With **MenaME®** capabilities, HR professionals can focus more on the value-added components of their strategy.

ONLINE EMPLOYEE/ MANAGER SELF SERVICES

Features

Redefine Relationship Between Staff and HR

- Real-time, accurate and relevant HR information, presented in an easily interpretable format.

• Employee Self Services

- Highlighted performance variance
- Online requests
- Ability to view and print online pay slips
- Training needs & evaluation
- Events

- Phone directory
- Documents center
- Modify personal data
- Company survey and voting
- Provident fund & tax sheet
- Online Expense submission and approval
- Perform transfers regarding the employee training enrollment, terminations, compensation and performance reviews, skills searches, and more,
- Accept / reject employees leave requests, give feedback, publish internal announcement, request new hires and keep a track of the teams attendance, etc.

• Manager Self Services

- Manager Self Service features
- New hire request
- Expense claims
- Staff induction (on-boarding)
- Competencies gap
- Employees appraisal
- Announcements
- Interview process
- Hiring and termination checklists
- Employees attendance analysis
- Online Leave/ Holiday request and approval

Work From a Single Point of Entry

- Meeting HR requirements by drastically reducing payroll processing costs and reducing data errors and inconsistency by determining security layers.

Empower the Decision Maker

- Utilises a secure solution using Secure Socket Layer technology and database PIN encryption
- In-built Data Security
- Utilizes an intuitive and easy to use self-service solution, designed with accepted online standards
- An environment friendly approach by shifting paper-based processes to online.

Efficiency and Cost Optimization

- Single sign-in functionality ensuring that employees use the same password to access their PC and all aspects of MenaME®
- Quality reporting of personnel-related processes and controls.

Drive Employee Self-Service

- Allowing employees to self-manage their personal details and access their own HR file reducing your HR administration costs.

Benefits

Empower the Decision Maker

Provides customised information that managers need to be informed about and HR decisions that create a competitive advantage for your organization. Empower managers to perform their responsibilities seamlessly.

Efficiency and Cost Optimization

Reduce the costs associated with paper-based HR functions as well as administrative overhead. MenaME® devolves many HR tasks to an employee level, freeing the HR department to carry out more essential and productive jobs.

Drive Employee Self-Service

Enable employees to access and manage their information when and where they want in their own language, from their own profiles using self-service portal.

Redefine Relationship Between Staff and HR

Transform the HR management process through cutting costs, saving money and redefining the relationship between staff and employer.

Work From a Single Point of Entry

Helps to increase accuracy and timeliness by providing both managers and employees with a single point of truth to all HR information and processes.

MENAITECH SOLUTION

MENATA



MenaTA® helps you manage your workforce, and track employees' time and attendance in an easier, more efficient and affordable way.

MenaTA®, which is a user-friendly interface, will reduce the time needed to process employees' time and attendance and automatically calculate total worked hours including overtime, vacations, sick leaves and holidays.

With one click, all data related to employees can be displayed allowing for developing reports on attendance and performance.

*Invest in **MenaTA®** for an efficient workplace and workforce*



MenaTA®

TIME AND ATTENDANCE MANAGEMENT

Features

Improved Accuracy

- Superior record-keeping with a minimum of effort.
- Creating a more streamlined and efficient working process.

Accessibility and Flexibility

- Web based and real time central management.
- Tracking the attendance of employees directly and more simply.
- Multi-shifts management.
- Integration with Google and Apple maps.

Driving Business Performance

- Integration with MenaPay® and MenaHR® systems.
- Ready integration with all machine types “Machine Independent”.
- Increased productivity and reduced labor costs.
- Built in workflows for approval cycle through MenaME® self- services.

Benefits

Improved Accuracy

With MenaTA® automated system eliminate the inevitable and costly human errors that can result when managing data.

Accessibility and Flexibility

Today, your workforce can enjoy greater convenience when it comes to clocking-in remotely and tracking time spent on the job.

Driving Business Performance

MenaTA® enables companies to be far more agile in their ability to ensure that the right person is at the right place at the right time.

MENAITECH SOLUTION

MENAEXPLORER



MenaExplorer® is one of the most powerful multi-dimensional organizational charting and analytics module that exhibits a clear picture of your organization's health and displays its indices of success.

It provides graphical reports of the entire workforce with the help of a charting tool and acts as a status indicator of selected crucial criteria by running packaged analytics directly against an existing data warehouse or multiple disparate data sources. The module can be easily modified and extended to meet additional reporting requirements drilling from high-level to detailed information. The drilled down reporting feature empowers HR professionals with a flexible tool to analyze data for better workforce management from three angles; salaries analysis, transactions analysis, and count analysis thereby extracting the customized intelligence not otherwise evident.

MenaExplorer® is available in a standard format but can also be customized to fit unique needs of a given organization.

***With MenaExplorer® have a general
overview of HR at your fingertips***



HUMAN RESOURCES CONSOLIDATION & ANALYSIS MODULE

Features

Sharpening Business Edge

- Multi-dimensional organizational chart and analysis
- Graphical reports of the entire workforce
- Exploring how business operates at various levels.

Flexibility

- Easily modified features
- Drilled down reporting facility

Powerful Business Intelligence

- Monitoring the workforce performance
- Analyzing the trend
- Reporting of multi-location and multi-functions across the board
- Reporting scenarios and a robust feature to customize the analytics criteria; count analysis, transaction analysis, financial analysis and personnel data analysis.

Benefits

Sharpening Business Edge

Identify the health of your business with the help of boardroom ready dashboard.

Flexibility

The system is flexible to be modified and extended to meet additional reporting and data requirements drilling from high-level to detailed information.

Powerful Business Intelligence

Analytics capabilities enable strategic analysis of key business trends for better planning and informed decision-making.



MENAITECH SOLUTION

MENA360



MenaITech's solutions deliver a host of benefits; chief amongst them has become much more accessible through the software-as-a-service (SaaS) cloud delivery model. One such solution that addresses the strategies of forward-looking organizations aspiring to enhance the traditional performance appraisal process by incorporating feedback from multiple sources is **Mena360®**. An essential component of this multiple source's process is the quality of feedback from as many stakeholders of the organization.

Developed by technology and HR experts for organizational development and HR experts, **Mena360®** is one of the most complete competency development tools in the region. The system enables HR to frame the questions and the assessment criteria to get an impartial and representative reflection of employee performance. HR and Management can leverage the functionality of **Mena360®** to set goals and development plans for their employees.

Employees view the feedback and ratings they receive as more balanced and fair which helps them further enhance their capabilities and feel more onboard with changing their behaviours and improving their performance.

*Take a step ahead from the
conventional methodology of evaluating
employees' performance.*

EMPLOYEE 360 DEGREE FEEDBACK EVALUATION SOFTWARE

Features

Build a Strong Communication and Engaged Culture

- Multiple Evaluation Templates & Designs
- Multi-Rater Environment
- User Defined Categories & Questions Libraries
- Multiple Questions formats
- Multi-Dimensions competencies
- Flexible and tailor made process to your specific needs
- Increased Transparency & Visibility for Managers and leaders

Enabling Individual Evolution

- Shares Feedback results with the employee
- Build on your strengths and confront areas of development with a problem solving approach
- Recognize the symptoms, identify the causes and develop strategies with workable plans
- Enabling participants to share their results with raters.

Streamlined User Experience

- Online results
- Administration & Follow Up
- Prepare answers to common questions
- Comprehensive Evaluation Inquiry Screen
- Ensure confidentiality of participants
- Help individuals review and understand the results and develop appropriate goals and objectives
- Facilitate a smooth feedback process.

Simple and Flexible Administration

- Fully automated feedback process and reporting
- Complete control and monitor progress, with reminders and adjustments.
- Generate, use, import and export Benchmark Data.
- Unlimited Participants can be invited to a review
- Wide Range of Rating Scales and Formats.

Comprehensive Reports

- Graphical & Analytical Reports
- Category summary - performance/expected; Category summary - current/previous; Category summary - self/other; Item ratings - by category; Item ratings - performance/expected; Item ratings - relationships/comments; Colored charts; Gap analysis reports versus self and others.
- Dynamic generation of individual development plans.

Benefits

Build a Strong Communication and Engaged Culture

With our trustworthy instrument, you will develop candid, constructive feedback to help harness conflict and further build trust and collaboration across the organization.

Enabling Individual Evolution

Mena360® explores how you can use 360 degree feedback to increase individual self-awareness, benefitting the individual and the organization.

Simple and Flexible Administration

Communicate results and feedback to staff in an easy and efficient way with a powerful control over the customization of the system.

Streamlined User Experience

Our 360 provides efficient, intuitive, and engaging experience that gets the user exactly what they need without overwhelming them with complicated functionalities.

Comprehensive Reports

All reports are completely customizable giving you a well-rounded picture of employees with multisource feedback. As well, our unique reports make it incredibly easy for employees to prioritize and plan their personal development.

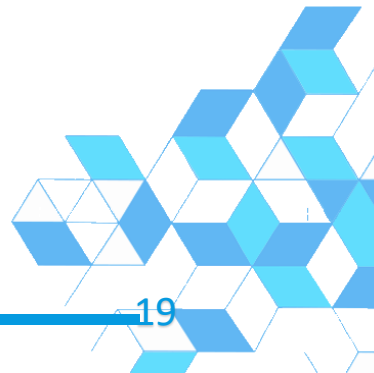
MENAITECH SOLUTION

MENASMS



MenaSMS® is a cell phone notification module at an employees' service 24X7. **MenaSMS®** helps employees stay informed about events happening within the organization. **MenaSMS®** is both a convenient and an efficient notification system to employees thus speeding up the communication process.

MenaSMS® keeps the employees informed about their individual tasks, shift change, events happening at the organizational level, announcements on salary related updates, new product, special events, vacation balances, document expiry notifications, reminders, employee evaluation results, mass or individual events, anniversary or birthday notifications, individual tasks, applicants notifications and many more. Just a click away feature is all the more easy and efficient as there is no scope of any one missing on receiving and reading the mobile notification. This feature cuts down on the time wasted while waiting to receive an email on the laptop or desktop.



CELL PHONE NOTIFICATION SERVICE

Features

Boost Your Communication Channels

- Improved communication mode
- Personalized communication
- Shortens your time to market considerably
- Allows instant and real-time messaging
- Helps improve relations with applicants

Green Credentials

- An environment friendly mode of communication helps you contribute to the Go Green movement.

Flexible, Seamless and Integrated Messaging Services

- Reliable communication mechanism for concise information
- Ability to screen messages in a selective way
- Instant Deliverability
- Qualified Recipients
- Range of Use: announcing new product, one-day specials, special events, Vacation balances, Document expiry notifications, Reminders, Employee evaluation results, Mass or individual events
- Anniversary or birthday notifications, Individual tasks, Applicants Notification, etc.

The New Reality of Cost Optimization

- All messages are automatically documented and archived
- Minimized Processing costs due to significant reduction of manual efforts, hardware and maintenance cost.

Benefits

Boost Your Communication Channels

Keep the HR and business leaders' commitment to effective, important and, at times urgent matters an achievable objective.

Flexible, Seamless and Integrated Messaging Services

Is at your service 24x7 and can be accessible anywhere anytime.

The New Reality of Cost Optimization

Minimize the effort of all parties, and handle everything with just a few clicks.

Green Credentials

Be recognized a green way of communicating with your employees and clients. For every 10,000 pieces of A4 paper that your company uses, you consume 2.5 mature trees. Think of it as you send a piece of information to contacts.

MENAITECH SOLUTION

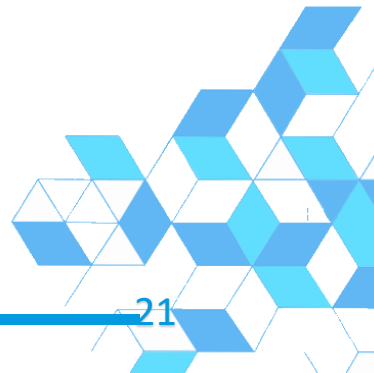
MENAOSS



MenaOSS® empowers organizations to deliver cutting edge solution over their human resource strategies and improve service to their employees over the cloud. Through **MenaOSS®** organizations can take the benefit of the outsourced human capital management software where MenalTech rents services on its HRMS, or on selective modules, on monthly basis. By utilizing **MenaOSS®** organizations can lower administrative costs, improve employee satisfaction, and reduce compliance risk.

All our modules (excluding MenaExplorer®) can be fully outsourced to a MenalTech HR Functional Consultant who will conduct professional services for the client.

MenaOSS®, as a standalone system, is accessible anytime and anywhere providing flexibility to the HR professionals. It helps organizations to attain speed to market, lower operating cost, scalable and sustainable service and continuous improved innovation.



HRMS OUTSOURCING SERVICE

Features

Allows HR to be More Focused and Strategic

- Payroll, leave and claims approvals/ rejections can be performed without delay
- Low investment
- Lower operating cost, scalable and sustainable service.

Improve HR Efficiencies

- Fully integrated with HRMS or as standalone system
- Offers flexibility for HR, where MenalTech can take care of your time-consuming HR tasks; payroll, so you can focus on growing your business.

Benefits

Allows HR to be more Focused and Strategic

Instead of keeping the HR behind the system, with MenaOSS®, HR is the forefront - always engaged with more meaningful activities.

Improve HR Efficiencies

Less burden on leaner staff

MENAITECH SOLUTION

MENALITE

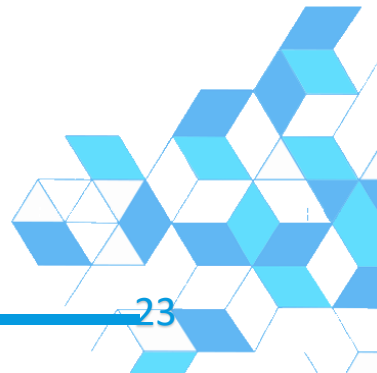


Small size companies usually find it difficult to justify a large HR solution. **MenaLite®** removes the administrative stress of the payroll, growing HR needs and allows you to concentrate on your business.

MenaLite®; a cloud-based solution, is served to the HR professionals with a combination of employee self-service and payroll functionality to manage core HR functions including; absence, employee information and compliance across the board in multiple locations. It's a SaaS based module that enables the employees to access and update their own information, check their holiday allowances and all HR related records in a user-friendly way.

Much like other MenaITech modules, **MenaLite®** enables you to manage all data related to employees without the hassle of managing a complex software and hardware making it easier and more affordable than ever to manage your workforce.

With no implementation or installation stresses, **MenaLite®** is a ready to use solution designed for organizations that has low IT budget.



CLOUD PERSONNEL AND EMPLOYEE SELF-SERVICES

Features

Control costs, revenue and retentions

- Access vital customer information even when out of coverage
- Low-cost for organizations with low budgets for IT
- No support services contract/fees needed
- Faster implementation
- Served on cloud
- Light personnel, payroll and employee self-services
- No hassle of managing a complex software

Flexibility and User-friendly

- Core Personnel functionalities
- User-friendly
- Stable product with yearly enhancements
- Employee evaluation results.

Benefits

Control costs, revenue and retentions

Eliminates the administrative stress of the payroll, growing HR needs and allows you to concentrate on your business.

Flexibility and User-friendly

A user-friendly cloud-based solution which keeps you away from implementation or installation stress.

OUR CLIENTS - KUWAIT



OUR CLIENTS – UAE



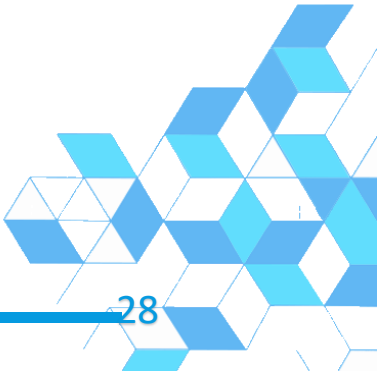
OUR CLIENTS – SAUDI ARABIA



OUR CLIENTS – QATAR



OUR CLIENTS – BAHRAIN



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