



# Who we are & what we are about



## Maruti Techlabs

- Our story begins with ones. One small assignment, one diligent team, one trusting client, one bold deal. It was in 2009 when Mitul, our founder, put down roots of Maruti Techlabs with a single project for a US-based client. Since then, we've been cutting our teeth in digital transformation solutions with trailblazing products that set a new standard for conducting smart business.
- Along with this time period we have expanded in terms of employee strength of around 180 great minds.



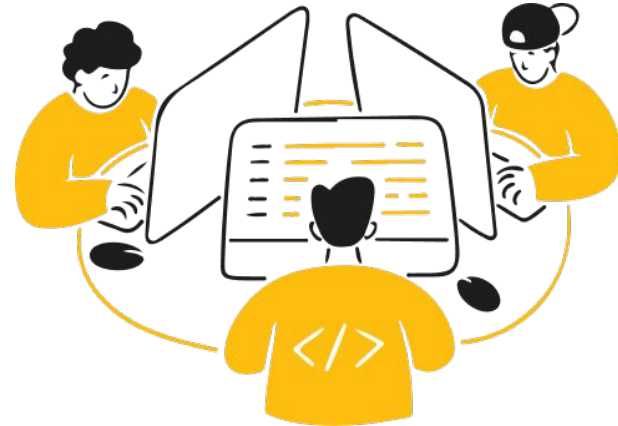
# Who we are & what we are about

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## Zuru Tech

- We have a sister concern company called ZURU Tech India Pvt Ltd who work passionately on innovative software development and R&D.



# Our Vision & Mission



## Vision

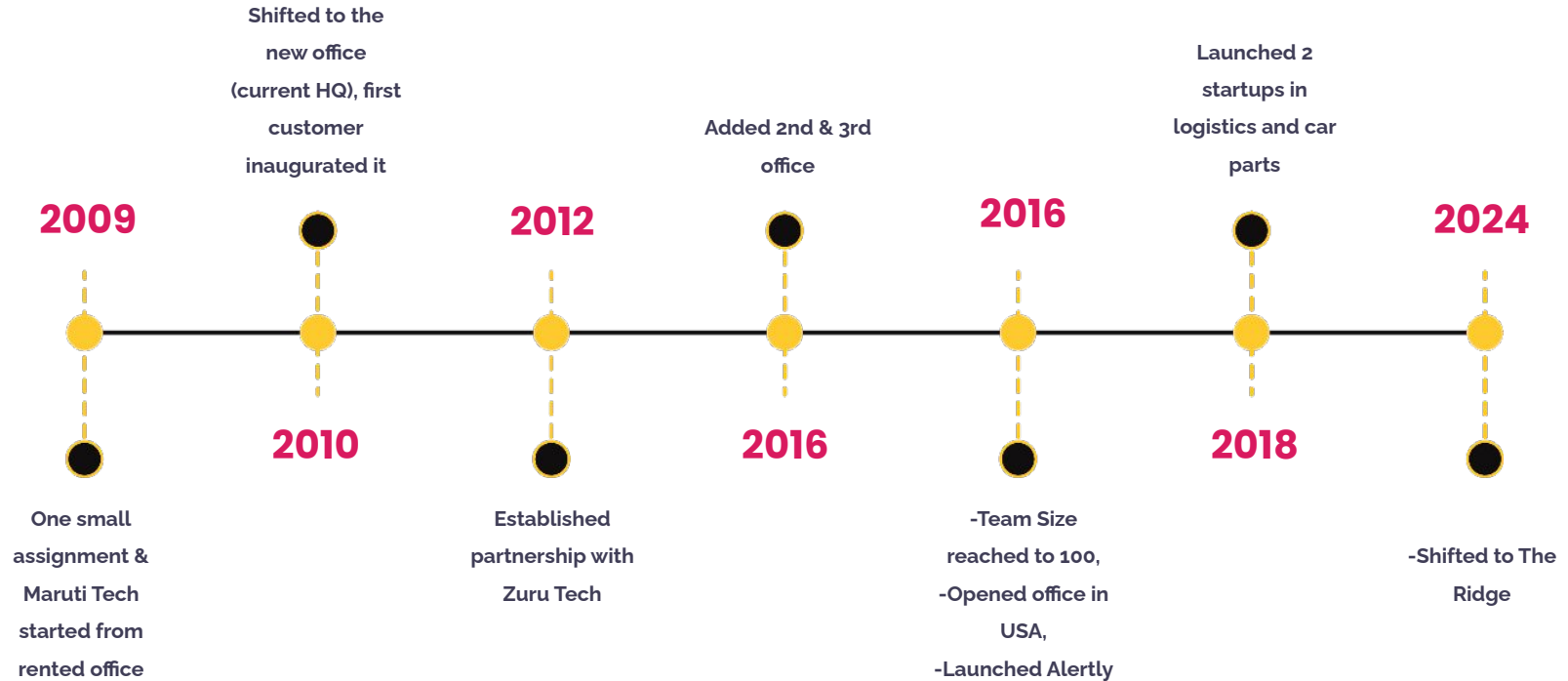
- To redefine businesses through digital transformation and be a globally respected enterprise pushing the boundaries of conventional business solutions.



## Mission

- To carve an ascendable niche and assist enterprises in achieving their business objectives through an innovation led approach by providing the best-in-class consulting, IT solutions & services.

# Our Milestones





We are proud to be certified as Great Place To Work

# Services that we offer

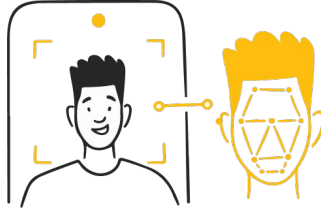
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## Analytics

Business Intelligence

Data Analytics



## Artificial Intelligence

Natural language processing

Computer Vision

Machine Learning



## Product Engineering

Cloud Application

DevOps

Quality Engineering

Rapid Prototyping

# Meet the Team

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**Mr. Mitul Makadia**

Director



**Mr. Himanshu Kansara**

VP (QA & Operations)



**Mr. Hamir Nandaniya**

VP (Product)



**Mr. Pinakin Ariwala**

VP (Technology & Data  
Science)



# Core Values



Our company culture is vibrant and ever-evolving. With every new face that joins the team, a small part of us grows in a large way. We take initiative and share responsibilities with an entrepreneurial outlook. This is not just a workplace. It is our stage to learn, grow and shine as one team.



# Gender Breakdown



**Total capacity 180+**

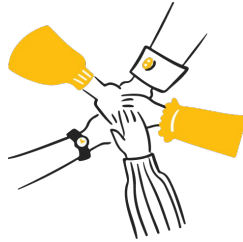
# Working at Maruti Techlabs

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## Work

- Monday - Friday
- 9AM - 6PM
- 1 Hour lunch break



## Fun

- Employee Engagement Activity
- Sport Activity
- Festival Celebrations
- Monthly Snacks



## Knowledge

- Classroom Training Sessions



## Compensation

- Salary credit between 1st - 5th

# Learning & Development



## **GHOL** – An Employment Immersion Program

This program intends to develop approach, attitude and skills required to accomplish the vision & mission of the company.

- Set and achieve work goals
- Understand and apply workplace etiquettes
- Manage time effectively to plan and prioritize work
- Apply teamwork skills
- Apply essential writing and questioning skills in professional context
- Develop and apply growth mindset at work





## **NETRUTVA** – The Leadership Development Program

Netrutva is a long term leadership development program which has following objectives:

- Time Management
- Planning & Prioritization
- Effective Delegation
- Questioning Skills & Business Writing
- Assertiveness at Work
- Conflict Management & Resolutions Skills
- Giving & Receiving feedback
- Customer Focus
- Coaching & Mentoring
- Core Leadership Skills



# Benefits of working at Maruti Techlabs



**Employee benefits With better support and resources  
for our hard-working team, *you'll love them.***

## Accidental Insurance

Coverage – 10L Per Employee

## Long Service Rewards

To celebrate your service & contribution for the company

## Paternity Leave

5 Days (Each upto 2 children)

## Group health Insurance



## PF, ESIC, Gratuity



## Team Lunch/Dinner /Outing

Twice in a year (June & December)

## Dinner Sponsor

Dinner sponsor on Late night work/calls from office (> 12hrs)

## Surprise performance Bonus



## Rewards & Recognition



## Leave Encashment

Year end encashment above 42 CL leave balance (All CL Balance gets encash in F&F)



## 21 Casual Leave

## 6 WFH Quarterly



- Every employee will be given the access of Keka on the day of their joining.

**Keka is an HR software which will help you to access :**



- Employee Info
- Leave Summary
- Salary slips
- YTD (Year to Date) statement
- Fill and submit Income Tax form.
- Apply leaves etc



# Fun at Maruti Techlabs





# Collaborative Team Building Activities



# Outdoor Activities and Relaxation



# Intellectual Property Awareness

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Intellectual property protection isn't as simple as declaring ownership of a particular product or asset. In most countries, there are four primary types of intellectual property (IP) that can be legally protected: patents, trademarks, copyrights, and trade secrets. Each has their own attributes, requirements and costs.

**Patent** : Used to protect inventive ideas or processes – things that are new, useful and nonobvious - patents are what most often come to mind when thinking of IP protection. Patents are also used to protect newly engineered plant species or strains, as well.

**Trademark** : A trademark is unlike a patent in that it protects words, phrases, symbols, sounds, smells and color schemes. Trademarks are often considered assets that describe or otherwise identify the source of underlying products or services that a company provides, such as the MGM lion roar, the Home Depot orange color scheme, the Intel Inside logo, and so on.

**Copyright** : Copyrights do not protect ideas, but rather the manner in which ideas are expressed (“original works of authorship”) - written works, art, music, architectural drawings, or even programming code for software (most evident nowadays in video game entertainment). With certain exceptions, copyrights allow the owner of the protected materials to control reproduction, performance, new versioning or adaptations, public performance and distribution of the works.

**Trade Secret** : Trade secrets are proprietary procedures, systems, devices, formulas, strategies or other information that is confidential and exclusive to the company using them. They act as competitive advantages for the business.

Refer to NDA copy issued to you in detail and clauses of appointment letters related to Intellectual Property.

# Few good practices

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- [Organization doc\(keka\)](#)
- Ensure that your [Employee profile](#) is complete within first week of your joining in all aspect
- Properly Punch-in and out while moving from one office to other.
- Plan leave well in time and apply in Keka.
- Mention reason of leave clearly while applying in Keka.
- [Quarterly review process](#)
- One should not discuss about people/resource related matters with customers. It should be done through designated representative only.



# HR Onboarding – Road Ahead



## 1st day of joining

- Onboarding Presentation
- Receiving Joining letter along with Welcome Kit
- Meeting the Reporting Manager & Team
- Filling up onboarding google forms regarding New Joinee details, Health Insurance & E-Aadhar
- Filling up EPF Form 11 hard copy to fill the required details
- Welcome Announcement
- Welcome Lunch
- Keka Account will be created



# HR Onboarding – Road Ahead

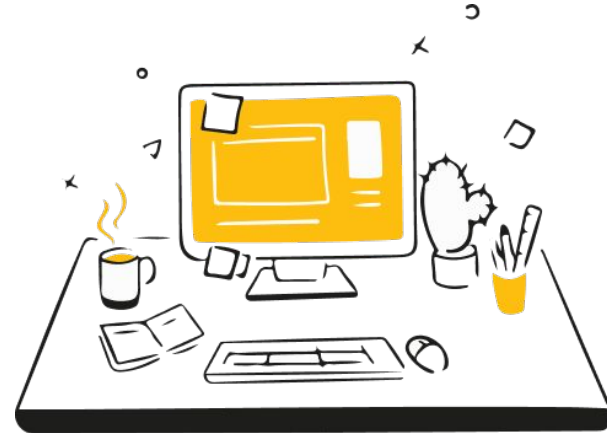


## 1st week of joining

- Salary Account will be created
- Addition in Health Insurance plan along with Family
- Submitting required joining documents
- Appointment letter and NDA will be provided

## 6 month of joining

- 30-60-90 days meeting
- Probation confirmation meeting will be held
- Confirmation letter will be issued



# THANK YOU!

