



CV FORMATTING & DATA ENTRY SERVICES

In today's highly competitive recruitment market, you need to be confident that the information you hold on candidates, jobs and clients is accurate and up-to-date.

Providing you with fast, accurate CV formatting and data entry services, Swiftpro builds and maintains the integrity of your company's most valuable asset – your database.

A critical business function of recruitment companies and HR departments, CV processing can prove costly, time consuming and labour intensive. Swiftpro CV formatting and data entry services allow you to concentrate your valuable time, talent and financial resources on core business activities.



Our experienced and dedicated team design a customised solution to meet your specific business needs. Our offshore facilities allow us to offer you a fast, reliable service, timely delivery, complete accuracy and exceptional value.

OUR SERVICES	YOUR BENEFITS
<ul style="list-style-type: none"> ✓ CV formatting in your corporate standard style ✓ Volume entry of candidate records to your front office data base ✓ Volume entry of candidate records from Word and other files. 	<ul style="list-style-type: none"> ✓ Focus on core business activities ✓ Maximise best use of time, talent and financial resources ✓ Reduce operating costs ✓ Access to professional IT services and expertise



COST REDUCTION FOR YOUR COMPANY

According to the industry figures the average time it takes to enter a detailed candidate profile is 15 minutes. This adds an associated cost of around £4 per CV. With CV application volumes increasing every year, those costs can only rise, causing recruitment companies to spend tens of thousands on administration for data entry. Your company can benefit from a full-time administrator from just £995/month, including at no additional cost, supervision, quality control, and computer equipment.

Swiftpro's CV Formatting & Data Entry service completely changes those figures into low cost, fast service delivery. Our services can often deliver savings of up to 50%, compared to in house CV processing costs.



YOUR DEDICATED TEAM

Swiftpro data entry services combine the latest IT, a solid UK management team and a highly trained overseas workforce to deliver measurable business benefits.

First, Swiftpro recruits the best qualified people to meet your business needs to staff our data entry department.

Next, we ensure that the necessary IT infrastructure is in place, and your data entry team operates in a wholly reliable environment. Then we assign a dedicated account manager to act as a single point of contact, and to make sure everything is done to the highest standards and to your complete satisfaction. We also appoint an offshore team leader responsible for day to day operations and quality control.

ACCURACY & CONFIDENTIALITY

Rigorous quality control procedures are part of every stage of our CV formatting and data entry processes. All work is carefully and continuously monitored. Our highly trained workforce follow strict protocols designed to identify a high quality result to your specifications. Naturally, all work undertaken is covered by strict confidentiality agreements to protect your business information at all times.



YOUR REQUIREMENTS

Swiftpro assists with your CV processing needs based on your current operations and requirements.

Based on your business needs and systems environment, you and your Swiftpro account manager agree standard operating procedures for the offshore data entry team to follow. Important considerations include broadband connections, security permissions and general computer environment. All services are organised to deliver the best possible solution to your business.



Next, your offshore team leader will spend 2 or 3 days familiarising themselves with the data entry and CV Formatting requirements for your business operations. Then, your team leader organises and prepares your data entry team, and work begins. The team leader monitors operations, checks quality standards, and reports back to you. Your UK Account Manager is available to help with queries at any time.

WHY US?

Swiftpro stands apart as a recruitment software and service provider for our commitment to our customers' satisfaction and success.

Developing products that bring unrivalled expertise throughout your company and increase profitability, Swiftpro's solutions have become an integrated part of every successful strategy in the recruitment industry. Since 1991, Swiftpro has provided solutions that completely streamline the recruitment process, eliminate the administrative burden and reduce operating costs.