

OECTODAY

July 2016 to December 2016

Quarterly Newsletter

Team Operations has undergone a sea change in terms of performance and deliverables in last couple of months.



Some of the feathers added to our Hat are briefed hereon... Overall Retrievals TAT moved from 94% in Apr '16 to a sustaining 98% in Dec '16. Refile performance has shifted from 78% in April '16 to 98% in Dec '16 and is a sustainable performance. Pickup performance moved from 78% in April '16 to 90% in Dec '16 and improving.. Some of the initiatives to improve the performance through systems geared with advancement in technology on / off field are listed below....

-Advanced GPS technology for tracking vehicle movements for company owned vehicle

-Re-engineering of business impacting processes like Retrievals / Refile / Logistics Pickup / Pickup team etc for ensuring TAT compliance and further sustenance.

-Pro-active planning for manpower and infrastructure to ensure compliance to commitments.

-Operations team cleared ISO 9001:2015 and ISO 27001 audit certification in the 1st attempt in May & November '16

-Record Pickup of 45,805 boxes in the month of August '16, the highest in the History of OEC.

-Record retrievals of about 1.79 lac & 2.12 Lac retrievals in July '16 & August '17 for statutory compliance requirements of our BFSI clients, the highest in the History of OEC.

-Training for Pickup team on various skills for improving productivity on-site.

-While these are being tested and implemented in Khopoli, successful implementation would be extended to rest of the branches and standardized as a process and included into ISO 9001:2015



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Box Milestone



From Zero to 1 million to 2 million to 3 million



11 years to reach 1 million boxes : Oct 2009



4 ½ years to reach 2 million boxes : May 2013



3 years to reach 3 million boxes : Nov 2016

We are racing towards 6 million boxes



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Ms. Sweta Bhagat got married with Mr. Amar



Diwali Celebration in Head Office



Mr. Rishi Vyas got married with Ms. Shobhna on 10th Dec 2016.

Mr. Mukesh Verma (OEC-Dharuhera) is blessed with a baby girl on 5th November 2016



The Most beautiful thing you can wear is Confidence



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-Kamlesh Sharma
Branch Head-Dharuhera

My association with OEC is since last 9 years and the journey so far is quite exciting & challenging as well. The experiences that I have gained here have given me enough strength to handle the most difficult situation in life (Professionally & Personally).

Ups and down are the part & parcel of life and I am quite sure that we can always overcome from all the barriers and difficulties if we put sincere and hard effort.

I have come across most diversified team who are eager to learn more and accept challenges. They are well trained and equipped to handle any challenge or project.

Thanks to OEC Management and Team members for their support & cooperation and expect the same all throughout my association with OEC family.



-Sarabjit Sinha
Zonal Head - Kolkata

It has been 7 years since my association began with OEC. Over these years I have got an opportunity to work with top management and received all the supports from them.

In last couple of years we have moved to a next level where the processes are getting more evolved, staff is getting trained on various skills.

In terms of technology, our software has taken a giant leap with solution to every query regarding records in one click on your system.

What we need to do is to keep focusing on doing better job to make our customers happy.

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Cricket Match-Khalapur



Cricket Match - Khalapur



Medical Camp at Head Office



Tug of War-Pune



Diwali Celebration-Chennai



Vishwakarma Pooja-Kolkata



Independence Day-Kheda



Ganesh Festival-Kheda



Picnic-Dharuhera



mumbai

kolkata

delhi (ncr)

chennai

ahmedabad

pune

vadodara

hyderabad

lucknow

bhopal



HIGHLIGHTS

- ISMS 27001 audit successfully completed and awaiting for the certificate
- More focusing on training-on the job
- Business Diversification

Please share your views, ideas and updates on hr@oecrecords.com