

•Kept[®]

We know people



KNOWING
PEOPLE
it's in our **DNA**

•Kept

We know people



OFFER
RECRUITMENT

01



OFFER
CONSULTING

02



OFFER
**SYSTEMS AND MODELS
EVALUATION**

03



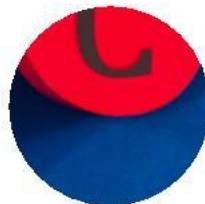
OFFER
ORGANIZING STRUCTURES

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OFFER
**ADMINISTRATIVE
SOLUTIONS**

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OFFER
OTHER SOLUTIONS

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OFFER RECRUITMENT

RECRUITMENT

We know that by understanding the company's philosophy, it will be easier to perform our role. That is why we bet on instruments that allow us to identify the company's position in the markets in which we operate, enabling a general overview of the business.

We look for candidates that most identify with our clients message and culture.

EXECUTIVE SEARCH

Through a panel of professionals constantly updated & identified, we know who are the best and where they are. Our services guarantee extra confidentiality and rigor in the recruitment process for top functions.

PERSONALITY AND SKILLS ASSESSMENT

A set of exercises is proposed to measure and evaluate important aspects for the performance, such as mental development, aptitudes, skills, knowledge. It is possible to evaluate candidates in pressure situations, how fast they are reasoned, the management (eg logical, verbal and numerical reasoning tests).



OFFER CONSULTING

ORGANIZATIONAL CLIMATE ASSESSMENT

Organizations are increasingly committed to listening to their Employees and adjusting good human resource management practices in line with Employee requests and the organization's strategy.

The results obtained through the implementation of Organizational Climate Studies allow to support the management of organizations in the measurement and evaluation of Organizational Climate, as well as in the identification of the factors that have an impact on it.

SALARYS WAGE

We provide a management tool for organizations that is an essential tool for retaining, attracting and motivating staff, as well as for its strategic definition, presenting the current Compensation and Benefits trends and data.

INTERNAL CUSTOMER EVALUATION

Diagnosing the level satisfaction of Internal vs. External Customers of the Organizations, providing advance information to develop an even more careful management, allowing to increase the interaction with the Customers, ensuring the adequacy of the service to the real needs areas will allow great levels of efficiency.

OFFER SYSTEMS AND MODELS EVALUATION

ANALISYS & JOB DESCRIPTIONS

We carry out the process of **collecting, analyzing** and **systematizing information** about a certain function with the aim of identifying the tasks or assignments, as well as the skills necessary for their performance.

SKILLS ASSESSMENT MODELS DEVELOPING PEOPLE PERFORMANCE ASSESSMENT SYSTEMS

Kept helps structure and train your Human Resources area, providing policies and instruments that allow to effectively manage your Organization's Human Capital.

The importance of excellent people management is undeniable for the development of a company. Therefore, it is essential that the HR department is always update and in harmony with the organization's management processes and decisions. In this scenario, the implementation of integrated HR management stands out.

Through this tool, it is possible to combine the systems used to manage a business with consistency and cohesion.

Developed Models

Function Model

Skills Model

Performance Management Model

Remuneration Model

Career and Succession Model



OFFER ORGANIZING STRUCTURES



VIRTUAL RH RESTRUCTURING NEW PROJECTS

Through a specific software, we allow solution access to critical areas such as administrative human resource management, absenteeism control, online training, disciplinary procedures, organizational climate studies, etc.

OFFER ADMINISTRATIVE SOLUTIONS



PAYROL ASSIDUITY AND MANAGEMENT CONTROL

We present high quality human resources administrative management solutions and specialized solutions in processing your company's payroll and other control keys.

OFFER OTHER SOLUTIONS

IMPLEMENTATION OF STRATEGY AND ORGANIZATIONAL CULTURE

In a moving business context, the need to adapt and change is constant. **KEPT** helps you to prepare human capital in operationalizing strategic plans, prepare the transition of employees to a new paradigm and to reinforce the alignment of the culture organizational.

PERSONALITY AND SKILLS ASSESSMENT

We focus in the personal development process in which the coach follows the coachee from a current situation that he intends to change, to a future situation that he wants to reach.

This is the result of a partnership that guarantees confidentiality, honesty and responsibility of both parties in order to agreed results at the beginning of each process.



Acquiring and reinforcing trust, overcoming blocks, fears and beliefs, improving communication and assertiveness, setting goals at a personal or professional level and developing self-awareness, are some of the goals of a coaching process.

EXECUTIVE MANAGEMENT

CATARINA PATRÃO



ACADEMIC BACKGROUND

Degree in Sociology - Universidade Nova de Lisboa
Sociology of Industrial Relations- Université Catholique de Lovain
PG- Business Management - Universidade Nova de Lisboa

EXPERIENCE

Executive Managing Partner at KEPT People
Managing Partner at Kwadi Human Capital
Head of Searching & Assessing HEADPARTNERS (StepStone Portugal Group)
HR Consultant Gestinfor Portugal Angola
Researcher at Egon Zhender Portugal

BUSINESS SECTORES

Food Retail| Non-Food Retail| Utilities (Energy, Oil & Gas) | Finance (Banking and Insurance) | Hospitality | Industry | Public Sector | TELCOS | Services and Consulting |

KNOWLEDGE

Management and coordination of Head Hunting and Executive Search projects, including team coordination, profile identification, negotiation and customer management, search and sorting, evaluation and presentation of candidates through individual and global reports, as well as the work proposal and negotiation with candidates. Management in different sectors of activity and geographies, focused on the Angolan market.

Strategy and Definition for building up Executive Search companies.

Design and management of Human Resources Management consulting projects, including: Evaluation of Organizational of Culture enterprise industry's.

Salary Benchmark

Assessment Centers

Integrated Human Resource Models Business Plans

CELINA CARVALHO



ACADEMIC BACKGROUND

Degree in Communication, Marketing & Advertising -
Universidade Autónoma de Lisboa
DISC e Profiles XT, Assessment tools

EXPERIENCE

Recruitment Senior Manager at KEPT People
Recruitment Manager at Kwadi Human Capital
HR Senior Consultant at Head Partners
Sales Account at Stepstone Portugal

BUSINESS SECTORES

Retail| FCMG | Utilities (Energy, Oil & Gas) | Finance (Banking and Insurance) |
Hospitality | Pharmacist and Health | Industry | Public Sector | IT | Telecommunications |
Services and Consulting

KNOWLEDGE

Head Hunting and Executive Search projects coordination, including team leadership, profile identification, negotiation and client management, search and sorting, evaluation and presentation of candidates through individual and global reports, as well as the negotiation with candidates. Experience in Management, Intermediate and Technical Management Profiles, in the Telecommunications, Banking, Industry, Distribution, Oil & Gas and in different geographies, such as Angola, Brazil, Spain, Portugal, USA and India.

Assessment projects, including application of psycho-technical tests, dynamics group evaluations, leading individual interviews, as well as the individual reports in the Industrial and FMCG

Evaluation of Organizational Climate Culture for Industry and Retail areas.

Some of our costumers

Portugal/Angola/Oman/Brasil



Refriango



Media Capital



A woman with voluminous curly brown hair is smiling warmly at the camera. She is wearing a bright blue, textured cable-knit sweater. Her hands are clasped together in a prayer-like gesture in front of her chest. The background is a solid, vibrant blue. In the top left corner, there is a white rounded rectangle containing the company logo.

•Kept

THANK YOU
FOR TRUSTING US



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