

PwC: Your Local Kazakhstan team



Elena Kaeva, Partner, elena.kaeva@kz.pwc.com
Years of experience: 20+ years

Elena is a Partner at PwC Kazakhstan Tax & Legal practice. She joined PwC from the Ministry of Finance of the RK, where she was responsible for overseeing tax issues of multinational companies. She has strong knowledge of domestic direct taxes, as well indirect taxation. Besides her role of tax compliance leader, Lena also supervises tax compliance services in Tajikistan and Kyrgyzstan. Elena is a Member of ACCA (Association of Chartered Certified Accountants).



Anar Khasenov, Senior Manager, anar.khasenov@kz.pwc.com
Years of experience: 15+ years

Anar is leading P&O Team and responsible for formation and development of the team, coordination and supervision of its operations, creation and implementation of quality and control processes and ensure its proper execution. The Team promotes one-stop-shop approach capturing immigration, employment, HR and tax matters of mobile workforce. Anar participated in PwC mobility programs and is well connected with PwC global network. Anar is a holder of MA in HR studies (University of London, the UK) and MBA in Management (KIMEP, Kazakhstan) degrees.



Abay Munsyrbayev, Senior Manager, abay.munsyrbayev@kz.pwc.com
Years of experience: 5+ years

Abay Munsyrbayev is a Senior Manager leading Payroll & Global Mobility Team at PwC. The Team promotes one-stop-shop approach and manages the immigration, employment, human resources and tax matters of mobile workforce, during the whole assignment lifecycle. Abay has more than 5 years of experience in taxation. Also Abay’s experience includes accounting, budgeting, cost control and reporting and working for companies Agip, NCOC, Inkai and Kazminerals. Abay is a Member of Association of Chartered Certified Accountants (ACCA). Abay have Bachelor degree in accounting in Kazakh State Academy of Management, Almaty, Kazakhstan.

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Fully managed payroll and HR



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Payroll compliance and HR administration

- ✓ Processing new hires / terminations >> internal orders, employment agreements, termination payments
- ✓ Calculations based on employment contracts and timesheet >> vacations, sick leaves, unpaid leaves
- ✓ Processing / review of expense reports >> verification of indirect income
- ✓ Calculation of payroll >> taxes and obligatory contributions
- ✓ Preparation of payment orders >> salary, taxes and contributions payments
- ✓ Payslips distribution to employees
- ✓ Maintenance of personnel files
- ✓ Payroll tax reporting >> Forms 200.00, 210.00
- ✓ Preparation of statistical and administrative reports on labour >> 1-T, 1- II, 1 - BPM

Drafting mandatory HR documents and Templates

- ✓ Employment Agreement/Contract
- ✓ Internal Labour Rules
- ✓ Agreement on liability on damage
- ✓ Personal data protection policy
- ✓ The employee's consent to the transfer and processing of personal data
- ✓ Vacation schedule
- ✓ Drafting template of Timesheet for Company's personnel
- ✓ Staff schedule
- ✓ Templates of orders (hiring / termination, bonus, vacation, salary/position change and other upon request)
- ✓ Job description;



We build strong relationships to drive successful processes.



30

Companies



500

Employees



Different industries



Dedicated PwC Contacts