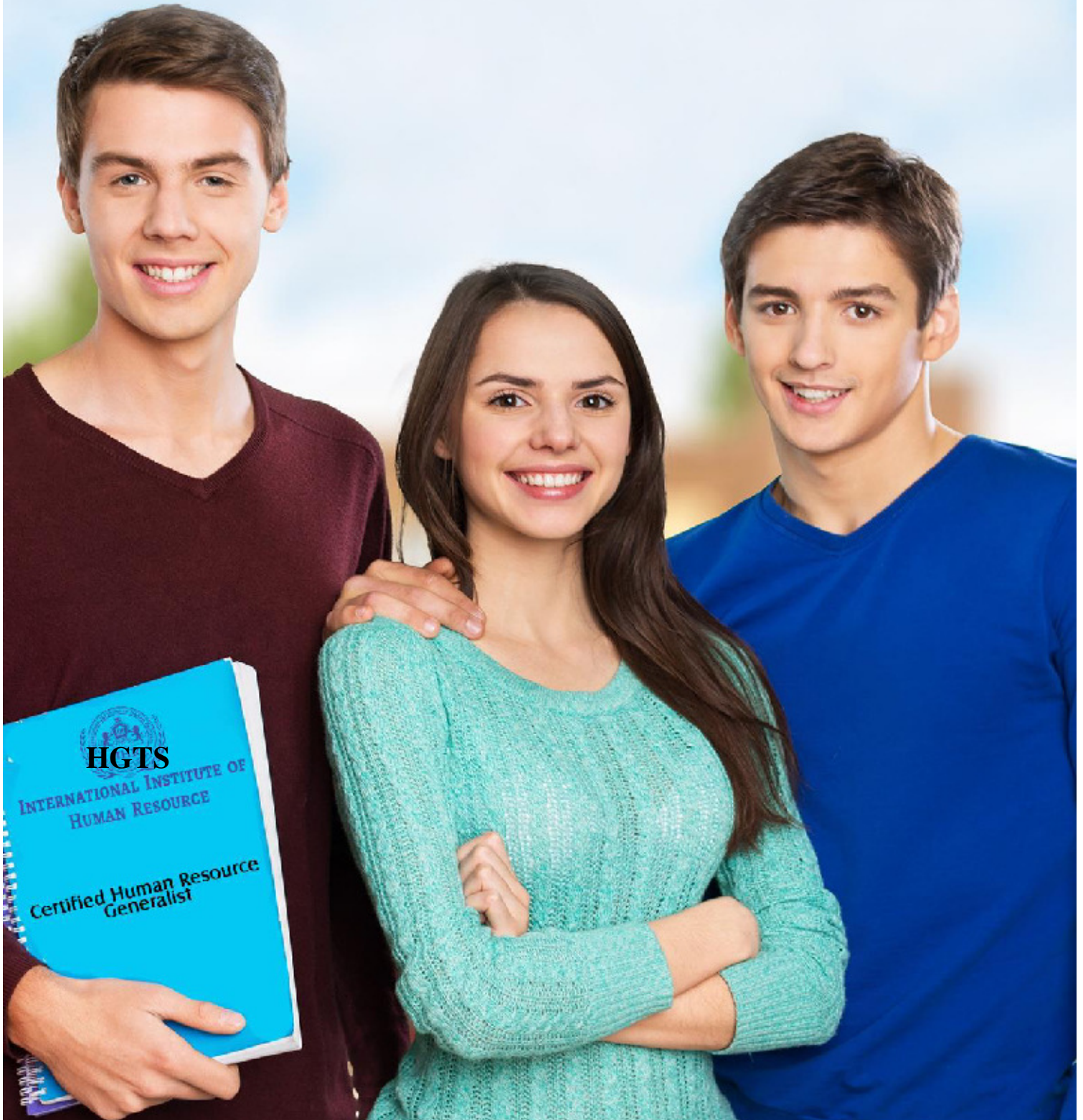


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Topics Covered

HR Functions :

Organizational Management, Hierarchy Structures, HR Master Data,
Performance Management & Appraisal System,
SWOT Analysis, Appointment & other Letters,
HR Dashboard, HR Audits, Attrition Management

Compliances :

EPF (Employees Provident Fund), ESI (Employee's State Insurance) –
Calculations, Various Forms, Challans & Returns, Gratuity (Central) Act,
Equal Remuneration Act, Workmen Compensation Act,
Various other Legal Acts, Rules & Regulations

Payroll Functions :

Salary Components, Designing CTC, Salary Processing, Attendance System,
Full & Final Settlement, Professional Tax, Income Tax, TDS,
LOP, Overtime(OT) Wages,
Practical Exposure on processing salaries by SAP Software

Recruiter Functions :

Recruitment Policy and Implementation, Manpower Planning, Pre-Screening Interviews,
Post Recruitment & Joining Documentation, Headhunting, Job Portals & other Recruitment Channels,
Life Cycle of Recruitment Process , Recruitment Tracker, Recruitment Process Metrics, KRA's