

Human Resource HR:- Basic of HR

<u>RECRUITMENT</u>	<u>JOB PORTALS & SOCIAL NETWORKING SITES</u>
<ul style="list-style-type: none"> • Manpower planning as per company business need • Manpower Requisition Form as per functional department need • Simplifying Job description for candidate and recruitment Department • Recruitment for different Business Module – IT, Manufacturing, Banking, Telecom, Insurance, • EPC, BPO, etc • Budgeted & Non - Budgeted • Bulk Recruitment & Niche Hiring • Mapping & Head Hunting 	<ul style="list-style-type: none"> • Naukri, Monster, Timesjobs, LinkedIn, Facebook, ATS • Mass Mailing • Job Posting • Searching Candidate • Screening Cvs
<u>CV SHORTLISTING OF CANDIDATES</u>	<u>ARRANGING INTERVIEWS</u>
<ul style="list-style-type: none"> • By HR Personnel • By Functional Department 	<ul style="list-style-type: none"> • Telephonic Interview • Face-to-face Interview
<u>HR ADMINISTRATION (CORE HR)</u>	<u>EMPLOYEE RECORDS</u>
<ul style="list-style-type: none"> • Pre Joining Documentation and Post Joining Documentation • Updated Resume • Last company's appointment letter / Offer letter • Last 3 months salary slip & Bank statement • PAN Card photo copy • 2 passport size photo • Identity proof (Adhar Card / Driving license / Voter ID / Ration Card / • Passport) Background Verification 	<ul style="list-style-type: none"> • Maintain Employees Personal Information like PAN No, PF Account No, ESIC Number, DOB, DOJ, DOR, etc. • Induction & Onboarding • Opening Bank accounts • Creating temporary IDs • Filing Statutory forms • Arranging Induction Programme • Brief about organization • Safety policies • Legal compliances • Benefits • Future growth plans • Do's & Don'ts • Collecting feedback from new joiners about induction programme

Website: www.nextgenindore.com

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Nearby Utsah Restaurant & Mahindra Showroom, Indore, Madhya Pradesh 452010, INDIA

NEXTGEN

Computer Institute

EMPLOYEE HELP DESK	DRAFTING LETTERS
<ul style="list-style-type: none"> ● Helping to employees with their issues ● Providing required information on time 	<ul style="list-style-type: none"> ● Appointment letter ● Offer letter ● Policies ● Confirmation letter ● Extension of probation period Letter ● Increment letter ● Resignation Acceptance Letter ● Relieving letter ● Experience Certificate Letter ● No dues Certificate Letter ● Warning Letter ● Abscond Letter ● PIP Letter ● Internship Letter
HANDLING FULL & FINAL SETTLEMENT	TOOLS
<ul style="list-style-type: none"> ● Updating of Date of Resignation, Date of Leaving & Leaving Reason ● Calculation for Settlement Salary Amount as per date of leaving ● Calculation for Leave Encashment, Notice Period. ● Disbursement for Full & Final Settlement amount & any other dues pending from ● Reliving & Experience Certificate for Resigned employees as per company policies 	<ul style="list-style-type: none"> ● MS Office & Google Doc, Google Sheet

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