

PMS / T & D / Governance / Engagement

- PMS: 360*, BSC, MBO, Mentoring, Coaching, Questioners, Forms
- T & D: Need analysis, Competency Mapping, Feedbacks, Forms
- Corporate Governance: Ethics, Polices, (Corporate Social Responsibility (CSR), HR Manual
- Employee Engagement: Motivation, Employee Satisfaction Survey, Outing, Team building Activities...

Our Trainees are Working with 132+ Compaines

MNC

- IBM Daksh • Cummins India Ltd. • Vodafone • John Deere • Honeywell, Amdocs • IBM • Capita • All Scripts • FIZER • WNS • Randstand-mafoi • Tarmin Technologies (I) Pvt. Ltd. • Cross country • Pizza Hut • Kelly Services • Eclipsys India Pvt Ltd • Exl services Ltd. • Adeco • Caprium Technologies (I) Pvt. Ltd. • AGEIS • Zensar • Fiserv India Ltd. • Jeevan Foods India Ltd. • Wikov Gear India Ltd. • Adecco Flexione Solutions Ltd. • Novatech Projects (I) Pvt. Ltd. • Yash Technologies Pvt. Ltd. • Weber Hydraulic India Pvt. Ltd. • SCIVIC Engineering India Pvt. Ltd. • Max Life Insurance Co. Ltd. • Busch Vacuum India Pvt. Ltd. • Edwards India Pvt. Ltd.

LISTED COMPANIES (Listed with SEBI (Stock Exchange Beraue of India)

- Tata • Jindal Steel • Bajaj Auto Ltd. • Wipro • Infosys • TCS • Thermax • "ICI Bank Ltd." • Axis • HDFC Standard Life Insurance Co. Ltd. • Idea Cellular • Sayaji Hotel • Starion Technology • Team Lease • Paysquare • Pantaloon Retail(I)Pvt. Ltd. • Jet Airways ltd. • C-Biz, Champagne Indage Ltd. • Big Bazar Monginis • Premium Energy Transmission Ltd. • Eicher Motors CV unit • Bombay Intelligence Securities (I) Ltd. • Sterlite technologies Ltd. • Samruddha Jeevan Foods(I) Ltd. • Future Capital Holdings Ltd. • TATA Autocomp Systems Ltd. • Quick Heal • Agio Pharmaceuticals Ltd. • Expressit Logistics Worldwide Ltd. • Shree Shubham Logistics Ltd. • Capital india Private Ltd. • Automotive Stampings and Assemblies Ltd. • Shriram Transport Finance Co. Ltd. • Oracle Financial Services Software Pvt Ltd. • Amtek Auto Ltd. • Rishi Laser Ltd. • Parle Agro • The Vanity Case Group of Companies • IBN Technologies Ltd. • [24]7 Expedia Process • Ecoboard Industries Ltd. • Arklite Speciality Lamps Ltd. • Vidushi Softtech • ABIL

PRIVATE LIMITED (PVT. LTD)

- M-Tech • Senate Technologies Pvt. Ltd. • Saras Pvt Ltd • Pashankar • Global Services • Velox Mngt. Solution Pvt. Ltd. • Tetramed Biotech Pvt. Ltd. • Abhijeet Group • Dentamatix Dental Centre • Intelux Electronics Pvt Ltd • Ask • Anish Engineering • Involute Technologies Pvt Ltd • Indiana Pvt. Ltd. • Nasan Medical Electronics Pvt. Ltd. • ISS Facility Servises • Make My Salary.com • MD INDIA • Savali Management Consultancy Pvt. Ltd. • Mahalaxmi Automotives • Mask Polymers Pvt. Ltd. • TIBCO software Pvt. Ltd. • Fleetguard Filters Pvt. Ltd. • Gitanjali Jewellery Retail Pvt. Ltd. • Suneson Engineering and fabrication Pvt. Ltd. • Brainwave Technolgies • HR Shared Services • Crystal Network & Services Pvt. Ltd. • Jasu Interiors • Akraya Corporation • Nagpur Aquatech (P) Ltd. • Neotech solution • Aspire Consulting Group Pune • A. V. Engineering Pvt. Ltd. • Gowardhan Ayurfarma Pvt. Ltd. • Commandoes Security Force • Imeco • Kalra Overseas Pvt. Ltd. • Vimal Chrome Tech Pvt. Ltd. • Aliff Overseas Consultant Pvt. Ltd • Vitech Systems Asia Pvt. Ltd. • Ascent IT Solutions Pvt. Ltd. • Appzeal Technologies Pvt. Ltd. • Megafine pharma Pvt. Ltd. • Technoshell Automations Pvt. Ltd. • SR Impex Pvt. Ltd. • Intelneck • Andromeda BPO Pvt. Ltd. • TAUS Solutions Pvt. Ltd. • HiTech eSoft Pvt. Ltd. • Genius • Futures & Options • Jagruti Technical Services • Yugma SoftTech • Oxygen.

FOUNDER DETAILS

Mr. Bhavesh Shah

(an experience of 12+years in HR & Admin.He founded PHRI in 2006.)
A motivational Speaker & Business coach

Mrs. Pooja Shah

(an experience of 10+years and still working with IT Industry.)

FAQ :

1. After taking this training can we get 100% Placements?

Ans: Yes 100%, only time varies according to your grasping level and soft skills you display at time of interview. We will have MOU for better Transperency.

2. Is any MBA(HR) or any graduate is eligible for this training?

Ans: No, we do not focus on Academics and enroll every candidate. We have our selection process for Training. we take Interview of candidate before Enrolling them.

3. What is duration of Training?

Ans: It will be entirely depend upon your grasping level as you will be working on client process

Our Achievements

- Processing Payroll of 4200+ employees
- Handling HRPO of 38+SME's
- Setup HR Dept. of 14+Organizations
- 80+Motivational Seminars
- Trained 804 + HR Professionals & Made a difference to there career



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(MCCIA)

MAHRATTA CHAMBER OF COMMERCE INDUSTRIES & AGRICULTURE

Core HR Practical Training with 100% Placements

Placed **805+** HR Professionals in last 8years.

204+ HR Professionals placed in 2013-2014.

Our trainees are from following companies:
TCS, INFOSYS, AGEIS, WNS, TATA, JOHN DEER,
L&T, FIZER, FUTURE GROUP, JET AIRWAYS, BAJAJ

Our foot prints: Pune-Kothrud / Kalewadi
Mumbai - Ghatkopar (W) / Malad (W)

We are in: Payroll Processing, HRPO and
Practical HR Training.

Voice : 020 - 65001478 / 8055505588

RECRUITMENT

MANPOWER PLANNING

- New Organization
- Established Organization
- Preparing Organizational Chart
- Planning staff Requirements
- Selecting Sources of Recruitments
- Budgeting
- Knowledge Transfer
- Notice Period

Hands-on experience on Client Requirements

- Understanding Reqs. of Clients
- Job Analysis
- Preparing Job Description
- Telephonic Conversation
- Working on Job portal
- Naukri/ Times Job Portals
- Screening Candidates
- Scheduling Interviews
- Internal Recruitments
- External Recruitments
- Follow-up with Clients
- Salary Survey
- Competitive Analysis
- Gap Analysis
- Passive Search
- Head Hunting
- Various Assessment Round
- Negotiation with Candidates
- Undersigned Letter
- Preparing Invoice
- Vendor Management
- Recruitment Drives

Industry Recruitment Practical Experience

- IT
- ITES
- BFSI
- Logistics
- Hospitality
- Manufacturing

Joining

- Statutory & Non-Statutory Joining Formalities
- Medical
- Creating temporary ID's.
- Pre-joining formalities
- Post-joining formalities
- Reference check
- KYC

Induction:

- Ethics
- Benefits
- Culture
- Polices
- Hierarchy
- growth

HR letters

- Offer
- Appointment
- Probation
- Confirmation
- Experience
- Relieving
- Salary certificate
- Warning
- Termination

Exit Formalities

- Counter offer
- Feedback
- Documentation
- NOC-F & F

Statutory Compliances

Provident Fund / ESI

- Process for Registration of organization.
- Contributions from Employee & Employer.
- PF Remittance & Withdrawals Formalities.
- Optional PF & Restricting PF
- Filing monthly & Yearly returns.
- Filling some conditional forms depending on cases.
- Filling PF settlement Forms.
- Accidental Book & Register Maintenance
- Interstate PF Transfer
- Generating Branch code for PF/ESI
- Penalties and Negotiation
- PF/ESI Inspection Process
- Loan process on PF
- Availing cash benefits on ESI as employee
- Funeral expenses
- Maternity Benefits form filling and strict rules
- Contribution and benefit cycle of ESI

PT / LWF / GRATUITY / BONUS

Process for Registration of organization

- Filling some conditional forms depending on cases.
- Slabs
- Register Maintenance
- Filing monthly returns.
- Penalties and Negotiation

Tax Deduction At Source (Salaried People)

Slabs TDS For Men, Women, Senior Citizens

- Education Cess & Surcharge
- Insurance premiums
- Form – 16
- Funds exemptions
- Investments
- Home loans

ACTS (Optional)

- Shop & Establishment Act
- Contract Labour Act
- Minimum Wages Act
- Factory Act
- (Minium Eligibility 3+Yrs.Exp. in IR)

Self Development (Optional)

- Interview Skills
- Advance Excel
- Corporate Training Skills Program

Hands-on experience on Payroll Processing

- Flexible salary definition with formula/slab etc.,
- Integration with Attendance Monitoring Systems
- Data Importing & Interface with Excel for Import & Export
- Customization facility of Reports & Salary Heads
- Capable of handling of ESI, PF & PT processing / Reporting
- Flexible definition of working days
- Complete leave management
- HR details Management
- Loan & Advances - Areas Calculation TDS Computation
- Exporting Salary details to Accounting Software Salary cycle &
- Pay cycle & Salary Cycle
- Online filling of ECR Challans
- Filling online ESI and PT Challans
- Tax exemption documentation
- Declaration form

Monthly Client Reports

- Salary Sheet
- Attendance Details
- Bank statement
- Overtime
- variance Statement
- Hold salary Report
- Pay Slip
- Salary abstract
- PF/ESI/PI Report

Online Form Process

- PF Challan
- ESI Challan
- PT Challan
- Bonus
- Gratuity forms
- TDS Challan
- PT Report
- LWF forms
- ECR Challan

Compensation & Benefits

No	Components	No	Components	No	Components
1	ESIC	10	Gratuity	19	Allowances
2	PF	11	Pension	20	Deductions
3	DA	12	Perks	21	Retention
4	PT	13	Loan	22	Leave Salary
5	HRA	14	Advances	23	Labor Welfare Fund
6	TDS	15	Bonus	24	Reimbursement
7	CTC	16	Overtime	25	Accommodation
8	VRS	17	Conveyance	26	Incentives
9	F & F	18	Investments	27	Leave Encashment

TIME OFFICE / Excel / MIS

- Attendance Management
- Leave salary report
- Bio-metric
- Job cards of daily workers
- Contract employee
- Attrition Rate
- V-look up/H-look up
- Pivot table / Goal Seeking