



PROFILE

Career Creed HR Services



About Career Creed

Leadership

Career Creed HR Services is an one stop Human Resource Solutions provider Firm, having expertise in all gamut of Human Resource services, offering end to end HR solutions ranging from recruitment, payroll management and to undertake various legal compliances of labour laws.

Team

We, as a firm pioneer in the field of payroll management and compliance management & audit of various labour laws, undertake to provide various services through our professionally trained and experienced team.

Service

We work with more than 25+ clients across India supporting them in terms of Recruitment & Staffing, Payroll & Compliance management, HRMS Technology, HR Administration, Audit and Business development services.

Our Existence

Our Vision

Establishing as an innovative, committed and efficient 'HR Service Organization' by practicing valued services coping with dynamic Human Resource Challenges.

Our Mission

We are a team of enthusiastic, innovative and competent professionals, dedicated to rendering best-suited HR Solutions that help our customers become more productive and growth-oriented. We support companies in successfully navigating the complexities by implementing a customized HR framework, that triggers business development.

Our Philosophy

Client Satisfaction

Putting ahead of customers satisfaction at any cost.

Quality Service

To delight our esteemed customers by delivering quality service on time.

Use best Technology

Exploring the best tools and technologies to manage the industry-specific human resource workforce.

Understand Needs

Thoroughly understanding the client's requirements and accordingly suggest best-suited solutions.

Evaluation

Analyzing our existing practices, comparing with competitors and improve & update them in the most effective way.

We Focus

Growth

Helping the company to grow the business and achieve the objective.

Brand

Creating value and image to establish as a brand in the industry.

Research

Exploring the better path for exponential development of the organization.

Solution

Seeking utmost solutions for each and every HR problems.

We Value

Passion

We change the art of rendering services and satisfy the customers to get them delighted.

Responsibility

We constantly focus on the expectations of our clients and fulfil them by impeccable solutions.

Team Spirit

We work together with a manner of finding better resolute of any problem faced by our clients.

Why Career Creed ?

Best Service

Our passionate and acute team members, dedicated to their work and value, provide best services with the depth of expertise gained over the years.

Best Support

Our ecosystem of brands and solutions allows us to offer complete HR solutions, that help to solve human resource backend process challenges faced by clients and to support them to achieve their business goal.

Best Technology

Periodically, we explore the potential and new technologies of the digital world, adding more value to existing solutions, expanding our services, and improving our efficiency.

Best Team

By integrating the best of the HR solutions with the best of the technology in a responsible way, As a dedicated and expert team, we seek to become a more valuable service provider and business development partner.

Best Solution

Depending on the market, the industry, the product/service, we believe each organization's concerns are unique. That's why our solutions also are unique, flexible and custom-made.

Best Data Safety

We as a liable partner understand the importance of data confidentiality and ensure its safety at high level.

Our Services

With constant increases in the scale of operation, CareerCreed becomes an efficient resource partner offering complete Payroll management, core HR solutions and Statutory & Labour Law Compliances and recruitment process, facilitating organizations to focus on core business in order to enhance productivity & quality and also bring down the operational costs.

We offer a wide range of customized, high-quality, research-based HRMS technology to support our clients, which generate efficient administration and effective management. We are well versed of current HR problems and provide our functional proven technology to overcome them efficiently.

We segregate our services in to two parts one is Core HR services, which are main functions of HR department and any organization has to operate them either in-house or by third party support. Second is Value Added service, which leads most important role for smooth running of business and make easier the path of business growth.

Core HR Services

CareerCreed provides a range of HR services by leveraging our domain knowledge built from our long and various industries experiences.



Recruitment
& Staffing



HR
Administration



Payroll
& Benefits



HR
Compliance



HR Shared
Services

Value Added HR Services

Career Creed provides various value-added HR services which helps the organization for the smooth running of the business and ensure to achieve their business goal by exploring the best path for sustainable development.



HR Policy
Framework



HR
Audit



Business
Development



Registrations &
Renewals



Liaisoning &
Coordination



Career Creed
HR Services

Our Core HR Services

HR SERVICES

Recruitment & Staffing Services

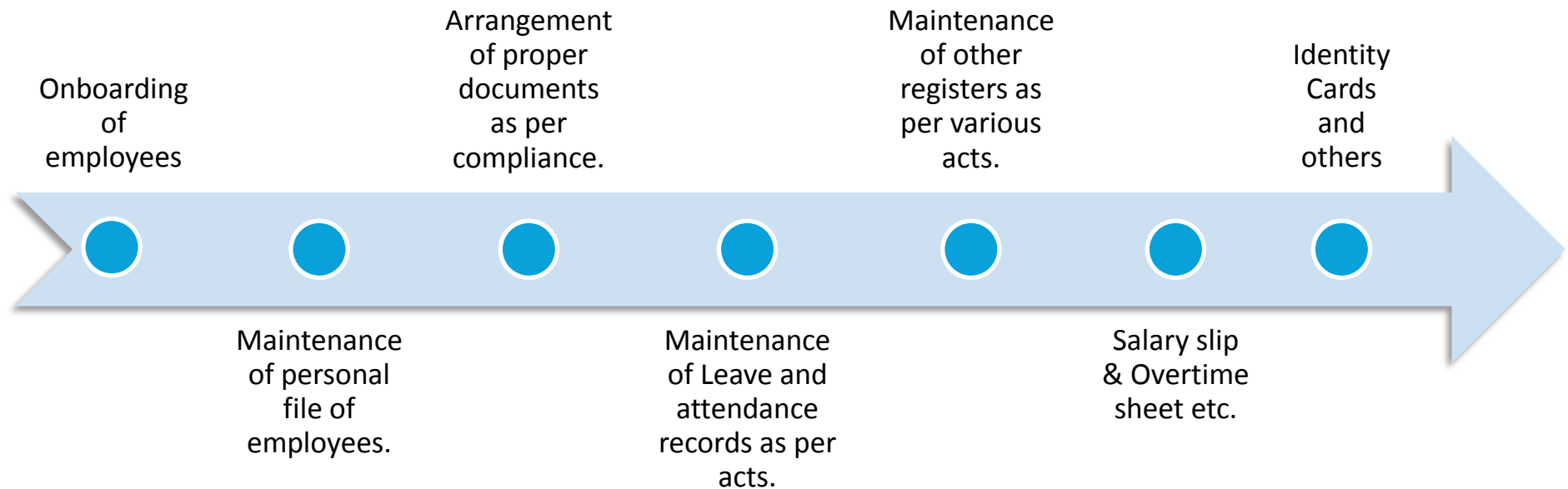
We act as an extended arm of our clients and help to manage their end to end recruitment and staffing needs.



HR Administration



For Startups and Small & Medium Businesses, growing with time is the only way ahead. But when it comes to Human Resource management or Payroll process in growing companies, quantity & quality of data and volume of work often become a problem and create impediment to focus on business. We as industry expert raise our hands to take responsibility to administer the scattered things and aligned them with business growth. These practice comprises of :



Payroll Service



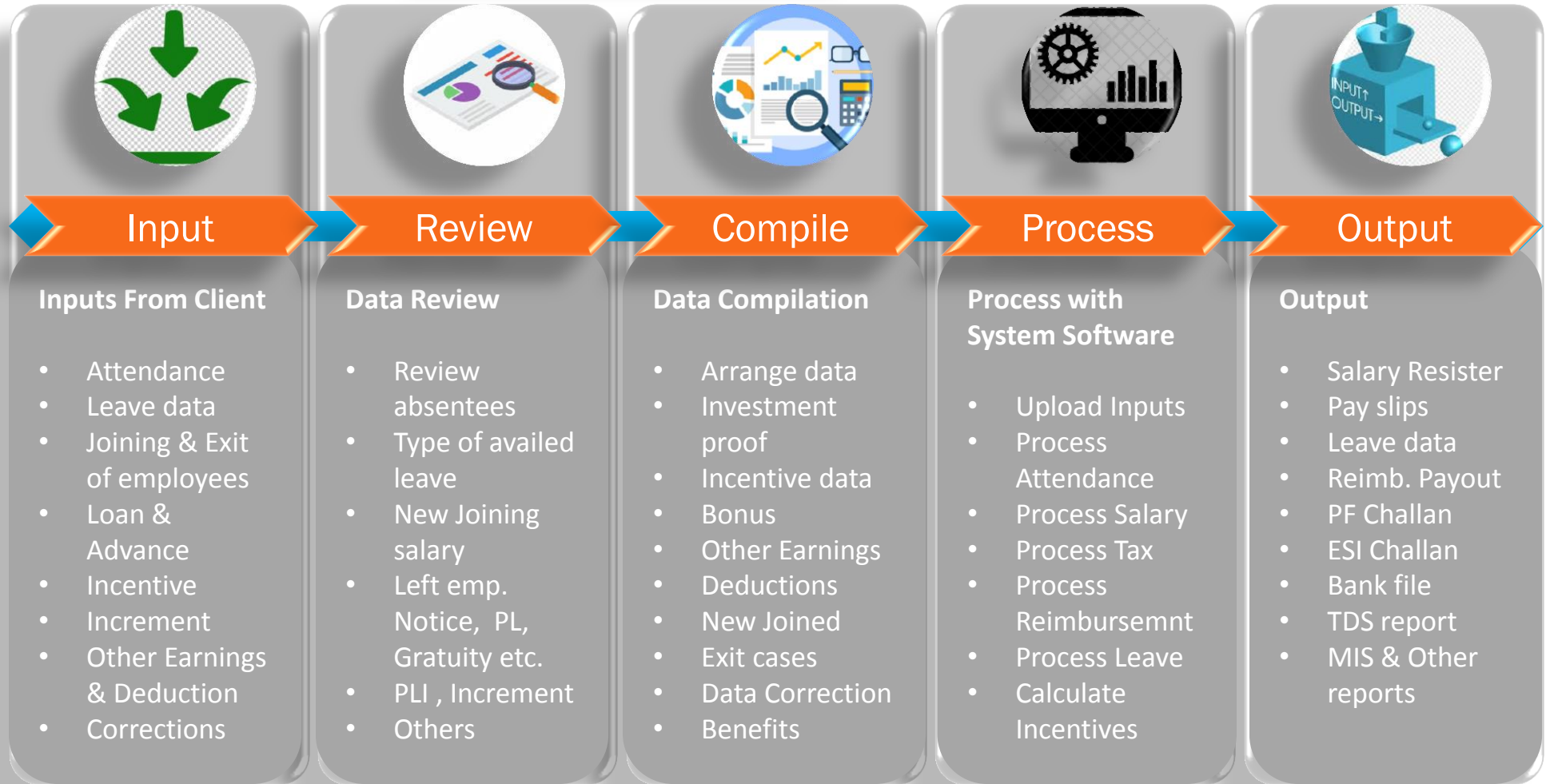
CareerCreed's payroll services can bring about new business insights and help you focus on what you do best for running your business. We understand how important it is for your organization to ensure error-free payroll management activities.

Our operational specialists are also industry experts who understand all the intricacies involved in the F & F settlement process. Our experts' team, features such as salary structure templates, pre-set statutory rules, up-to-date tax slabs, simplified workflow, integration with attendance and leaves management and much more, will make payroll management easy. Payroll includes:

- ✓ Leave & Attendance management
- ✓ Payroll processing
- ✓ Salary structure & Pay slip
- ✓ Statutory Deductions
- ✓ TDS and tax planning
- ✓ Employee Benefits
- ✓ Full and Final settlement
- ✓ Reimbursement Management
- ✓ Overtime & Incentive
- ✓ Loan & Advances
- ✓ Generate MIS & other required reports
- ✓ Employee query handling etc.



Payroll Process



HR Compliance **Services**

Regardless of a business's size or scale companies face rising HR complexities in terms of employment laws and regulations, and the risk of penalties for non-compliant has risen time to time. So compliance with laws and rules is mandatory for business. When developing HR policies and procedures, organization should consider the below:

- Follow several labour & employment laws, including applicable Central, state, and local regulations.
- Company may be subject to an audit from an enforcing agency that may levy fines and penalties for non-compliance.
- Understanding of compliance obligations is like legal defense for smooth-running business.
- A non-compliance practice can hamper and destroy the business.

With the frequency and scope of audits by government agencies increasing, organizations must comply with ever-changing regulatory mandates. Timely and proactive compliance with federal, state, and local employment regulations is critical. It is necessary for the business to follow the working standards set out by several labour & employment laws.

Why Compliance

Human resource statutory compliance refers to the lawful framework of legislation that organizations must follow. If the organization completely follows compliances, it definitely brings transparency and good governance in the organization which helps to create a brand image in the industry and ensures business development as well.



Law



Governance



Rules



Transparency



Regulations



Brand Value



Policies



Business Growth

Benefits of Compliance

For Occupier

- Protects from unfair demand of wages by trade unions
- Prevents from legal hurdles for smooth running of business
- Avoids penalties & fine imposed by legal authorities

For Employee

- Prevents from long overtime workings
- Ensure Fair treatment
- Fair pay for work done

For Organization

- Create brand value & Image
- Accelerate Business Development
- Establishing standard for industry

Statutory Compliance **Service**

The word statutory means “of or related to statutes”- rules and regulations. Compliance means adherence. Thus, Statutory Compliance means adhering to rules and regulations.

We provide following services:

PF

The Provident Fund Act, 1952 – Statutory Deduction and submission of monthly challans. Administrations of registers and records.

ESI

The Employee State Insurance Corporation Act, 1948 – Statutory Deduction & submission of monthly challans. Administrations of registers and records.

Bonus

The Payment of Bonus Act 1965 – Computation of Bonus, Maintenance of registers and return submission.

Gratuity

The Payment of Gratuity Act, 1972 - Computation of Bonus, Maintenance registers and return submission.

LWF

The Labour Welfare Fund - Statutory Deduction and submission of timely challans. Administrations of registers and records.

PT

The Professional Tax Act - Statutory Deduction and submission of timely challans. Administrations of registers and records,

Labour Laws Compliance

In order to run any business successfully, it is absolutely necessary to follow all the legal and statutory norms and comply with them. CareerCreed offers complete labour laws compliance services that perfectly meet organization's requirements.

We take care of the entire administration of Labour Law compliances under the following acts:

The Shops and Commercial Establishment Act, 1958.

The Contract Labour (Regulation and Abolition) Act, 1970

The Sexual Harassment of women at workplace (Prevention Prohibition & Redressal) Rules 2013

The Employment Exchanges (Compulsory Notification of Vacancies) Rules 1960

The Child Labour (Prohibition and Regulation) Act 1986,

The Maternity Benefits Act, 1961

The Minimum Wages Act, 1948

The Payment of Wages Act, 1936

The Employee Compensation Act, 1923

The Equal Remuneration Rules 1976....

HR Shared Services

HR Shared Service (**HRSS**) approach is about centralizing HR services across different parts of the business. This approach is most appropriate for large organizations having multiple unit at multiple location. HRSS provides centralized shared data & information, which are more consistent, standard, accurate, updated and safe. It enables managers and employees to execute their HR queries and task at any time at any place.

Companies can leverage advance technology and system. This module offers client focused, responsive, cost effective and consistent HR services. HRSS module enables companies to focus on their business development and strategies, ensuring the attainment of the organization's goal.

Earlier, HRSS concept was a bit difficult and not easy to accept by companies, but with the time as technology has evolved in sophistication, It is becoming necessary for companies to adopt and implement shared services module, which makes the path of business development easier.

Career Creed HR services provide best platform with advanced & proven technology support to render competent HR shared service solutions to its clients.

Why HRSS ?

Because it :

Removes
redundancy of
employees

Reduces the
cost by
decreasing the
size of HR
department

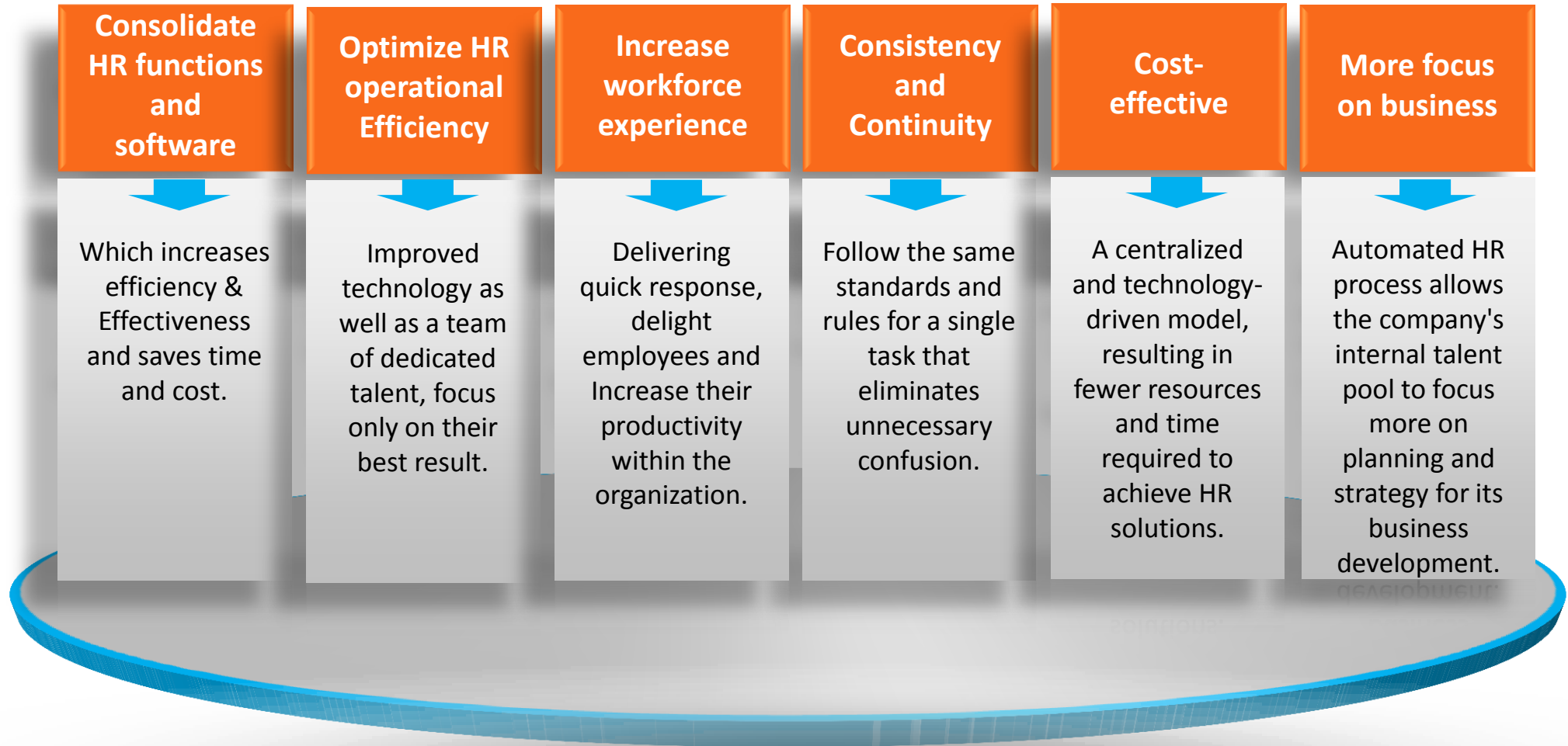
Improves the
productivity of
the organization

Enhances the
experience of
managers and
employees

The use of SS strategy usually increases the intensity of service, which plays a major role in resolving employees' questions more quickly. This improves the employee experience and strengthens their engagement with the company.



Advantages of HRSS





Our Value Added HR Services

HR SERVICES

Policy Framework

Human Resource policies are systematic and well defined guidelines on the approach of which an organization intends to adopt in managing its people or workforce. These policies are in place to ensure everyone is clear about institutional expectations and values, and is able to put them into practice as part of their everyday working & experience.

A good HR policy provides generalized guidance on the approach adopted by the organization, and therefore its employees, concerning various aspects of employment. A procedure spells out precisely what action should be taken in line with the policies.

Purpose

The purpose of Human Resources Policy Framework (the “Policy”) is to define, design and disseminate a human resources management model of the company that will allow it to obtain, promote and retain talent and encourage the personal and professional growth of all people belonging to the establishment’s workforce, making them participants in its successful business enterprise and guaranteeing them a dignified and safe job.

CareerCreed helps organization to develop several kinds of HR policy:

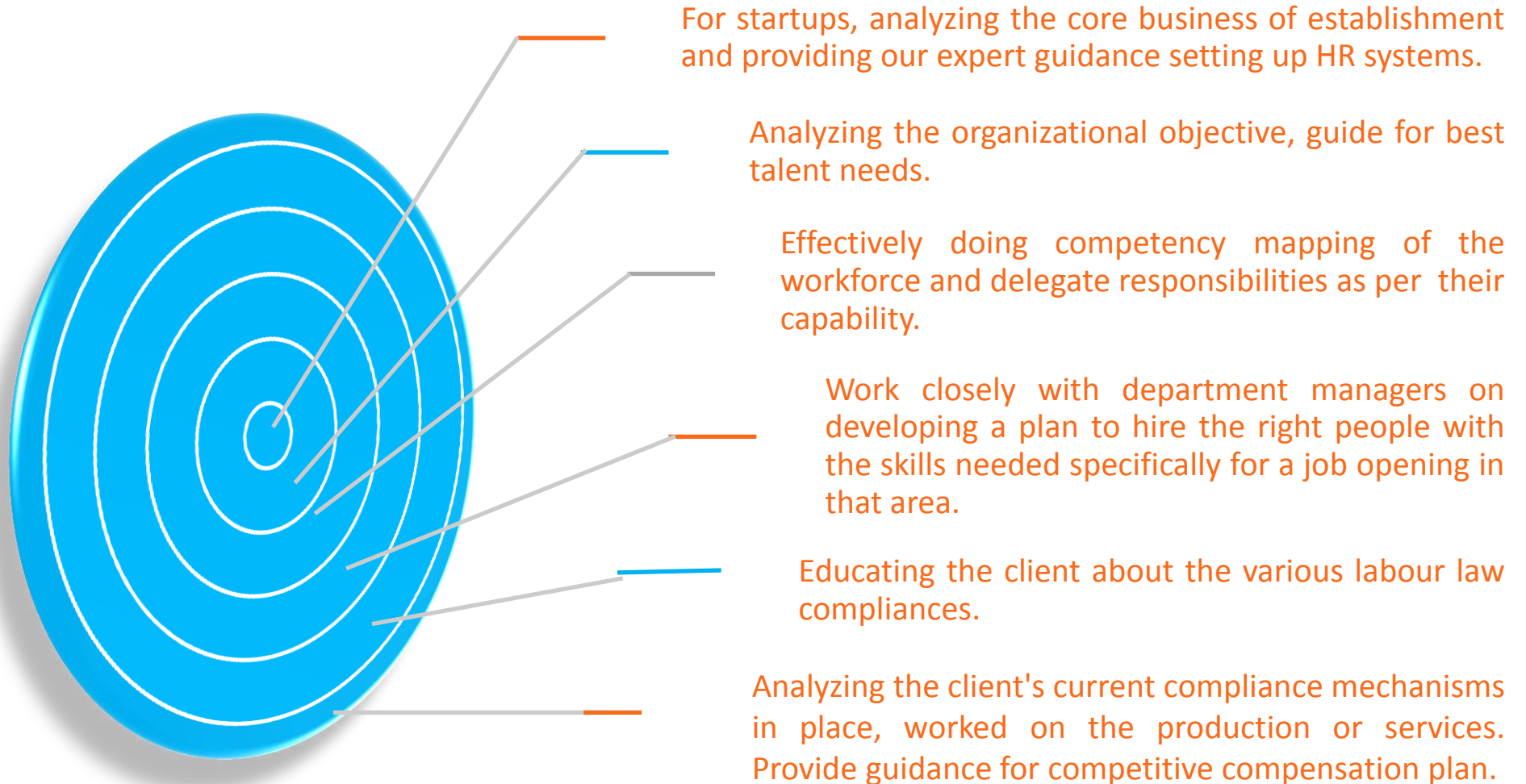
**■ Recruitment Policy ■ Attendance Policy ■ Leave Policy ■ Payroll Policy ■ Code of Conduct ■ Admin Policy
■ Uniform Policy ■ Working Condition Policy ■ Performance Appraisal Policy ■ Termination Policy etc.**

Audit Services

Audit is the most important tools to evaluate organization existing practices and pointing out the areas where improvement required. It also shows the clear picture of current situation of organization and their practices, which areas performing well and which areas require focus for improvement. Career Creed HR Services provide the following under audit service.

- Review of Human Resource policies as per several Government Acts and Rules.
- Evaluation of client's statutory compliance record.
- Evaluation of any associated vendors' statutory records.
- Checking and review of various registers maintained under various labour laws and rules.
- Reviews conducted on a periodic basis.
- Detailed reports, highlighting deficiencies if any, in the client's current statutory compliance system.

Business Development



Registrations & Renewals

We help the organization to get registered under various Central and State Acts, which are mandatory to run the business smoothly. The organization has to bear heavy fines imposed by government authorities for failing to comply with the registration and renewal rules. Hence Career Creed first understands the business process of its customers and suggests them to comply with the required regulations.

Liasoning & Coordination

We undertake liasoning on behalf of the Establishment with various Govt. Authorities towards statutory compliance of various labour and other related laws. We can act as an authorized representative of the management to present management stand before the authorities.

Confidentiality

While providing the services as envisaged herein, we acknowledge the proprietary and sensitive nature of information, and the importance of maintaining the secrecy and confidentiality of such information and undertake not to disclose to anyone unless and until specifically permitted to the prejudice of the Establishment.

Career Creed HR Services play their role as trusted partner in keeping all documents and information belongs to the organization.

Our Products - HRMS

Human Resource Management System (HRMS) or Human Resource Information System (HRIS) or HR Technology Shape an Intersection between human resource management (HRM) and information Technology. It merges HRM as discipline and in particular its basic HR activities and processes with the information technology.

HRMS helps organization to ensure the followings:

Control over workforce.

Development of Business by effective administration of HR.

Data Management of employees & organization.

Recruitment Process and on boarding of Employees.

Attendance and Leave management.

Payroll & Benefits Management.

Performance Management.

Grievance Management.

Employee Self Service.

Customised MIS & Report Management

Our HRMS

Career Creed HR Services offers an extended support to the client through its advance & proven HRMS Technology, which significantly leads in managing and keeping better control over workforce and performance.

We introduce 'BetterKeep' as an HRMS technology, which provides updated and dynamic tools & techniques to manage and keep better control over data, workforce, performance etc. HRMS technology enables organization to better keep of :



Powered by
Career Creed HR services

Talent Management

Data Management

Control over Workforce

Record Management

Payroll & Compliance

Employee Leave & Attendance

MIS & Reports

Exit Management

Employee Performance

Better Keep
of



Contact Us

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We are keen to take our relationship with the Organisation on a much broader scale and committed to support as per client requirement as well as outsourcing and consulting needs.

We are looking forward to the acceptance of this proposal for the corporate tie up for the above or customised services as per client need.

Thank you