



PROFILE

Career Creed

HR Services



About Career Creed

Leadership

Career Creed HR Services is an one stop Human Resource Solutions provider Firm, having its leadership's 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 have an expert and dedicated team that works in a customized manner to serve the customer. As a firm to be at the forefront of Payroll Management, Compliance Management and Audit of various Labor Laws, our team focuses on providing various services through professionally experienced.

Service

We deal in various services which is comprised of Talent acquisition & Staffing, Payroll & Statutory Compliance , Registrations and Renewals , HRMS Technology, HR Administration & HR Shared Services, Policy Framework & Audit and Business development.

Core HR Services

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



Recruitment



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 Policies &
Framework



HR
Audit



Business
Development



Registrations &
Renewals



Liaisoning &
Coordination

Our Core HR Services

HR SERVICES

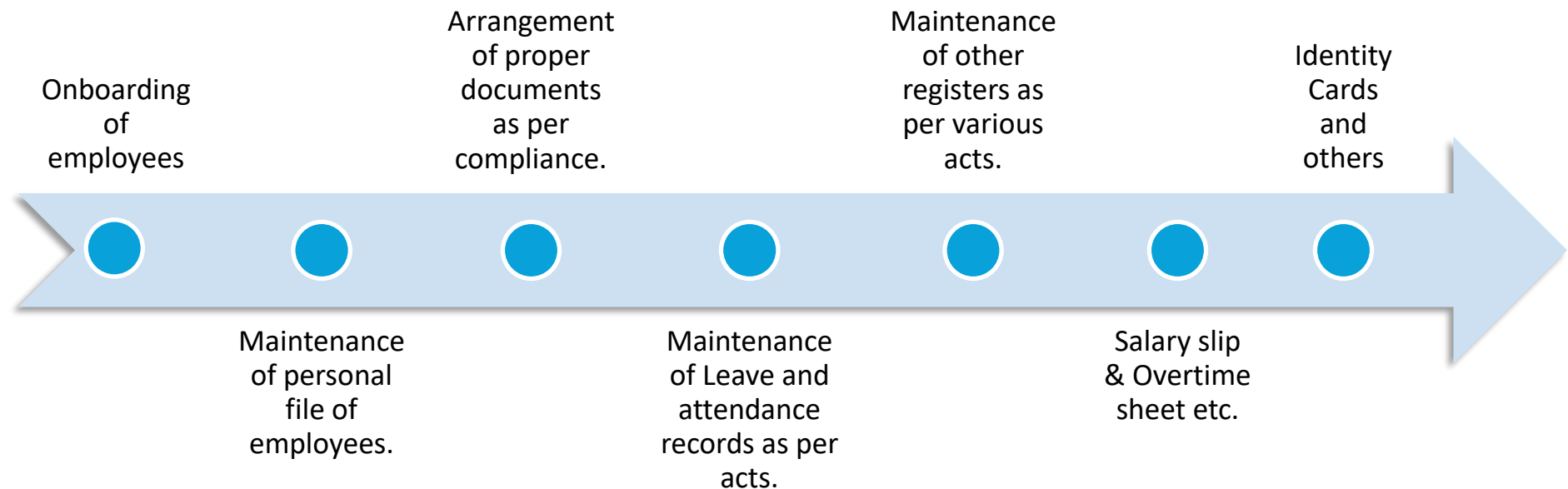
Recruitment & Staffing **Services**

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





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 :



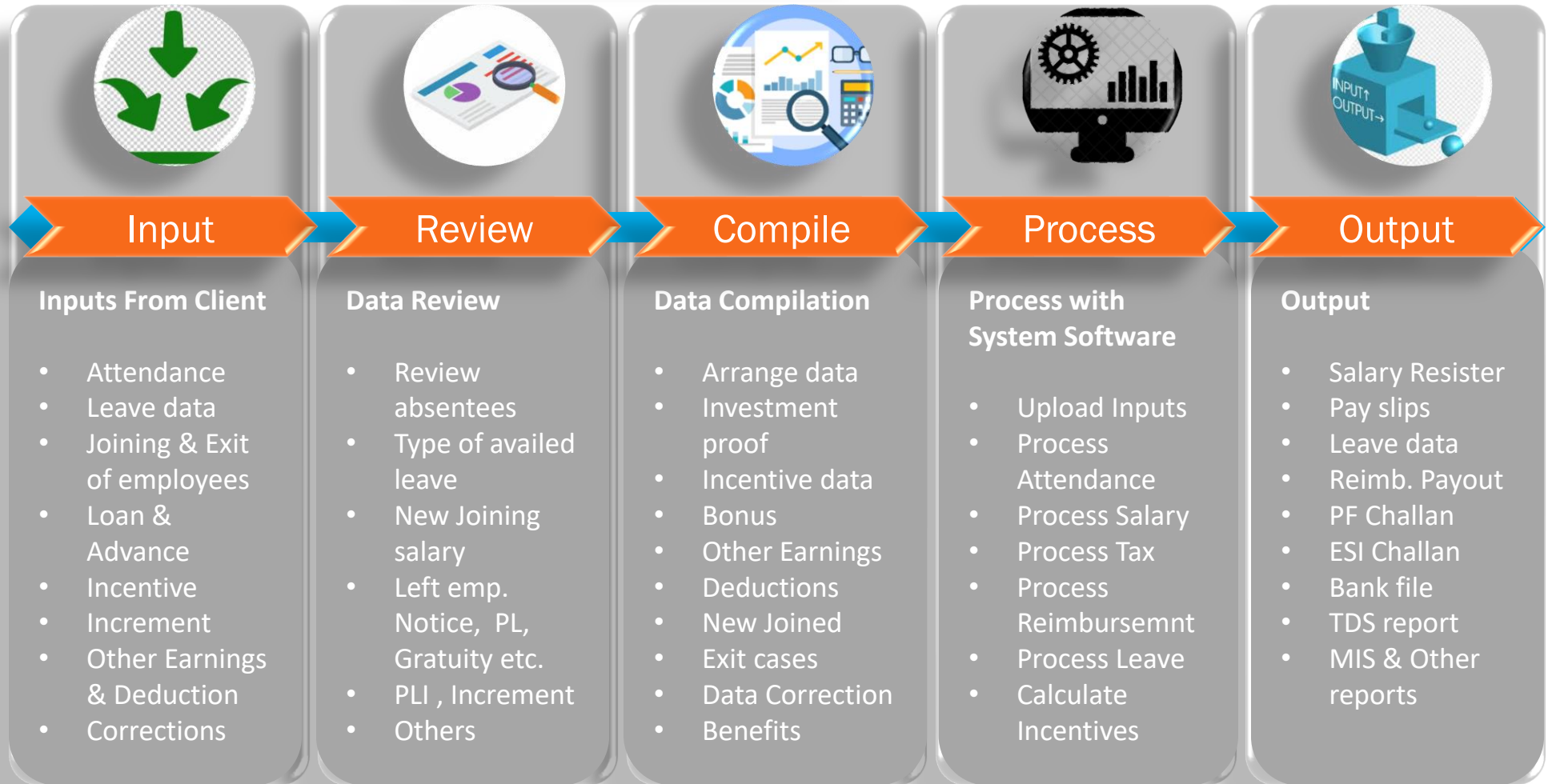


CareerCreed's payroll services can bring about new business insights and help you focus on what you do best for running your business. We understand how important it is for your organization to ensure error-free payroll management activities.

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

Payroll Process



HR Compliance **Service**

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 Organization

- Establishing standard for industry
- Accelerate Business Development
- Create brand value & Image
- Prevents from legal hurdles for smooth running of business
- Avoids penalties & fine imposed by legal authorities

For Employee

- Ensure fair treatment
- Higher employee morale
- Employee retention
- Increase productivity
- Sustainable growth

Payroll Compliance **Service**

PF

- Creation and activation of UAN.
- KYC Updation
- E-Nomination
- Generate PF challan & return Submission.
- Preparation of Statement IW 1 for International Workers
- Approve online transfer claims
- Responses for Notices and Inspections

ESI

- ESIC new employee registration
- Updating & Generation of TICs for new joiners
- Generate ESIC challan & return Submission.
- Co-ordination for Notices and Inspections from department.

LWF

- Labour welfare fund remittance advice along with challan
- Submission of return to department
- Co-ordination for Notices and Inspections from department.

PT

- Preparation and Submission of Profession tax annual return under enrolment certificates.
- Profession tax remittance advice
- Remittance of dues/returns. Client to make the payment online where ever applicable.
- Submission of return to department.
- Responses for Notices and Inspections

TDS

- Generation of FVU file with Form 27A
- E-filing of e-TDS (Form 24Q) return on quarterly

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. Career Creed 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**

Why HRSS ?

Because it :

Removes
redundancy of
employees

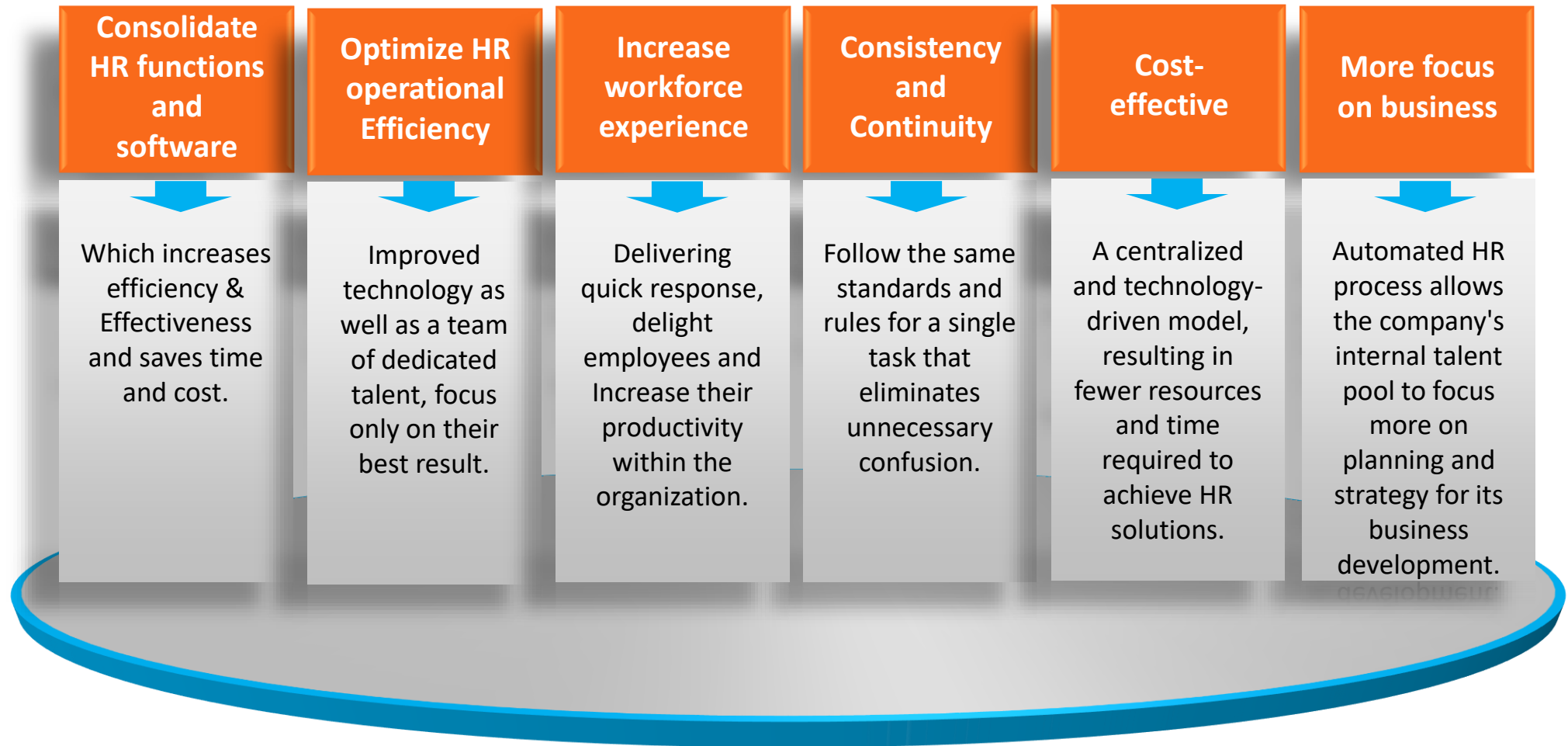
Reduces the
cost by
decreasing the
size of HR
department

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:

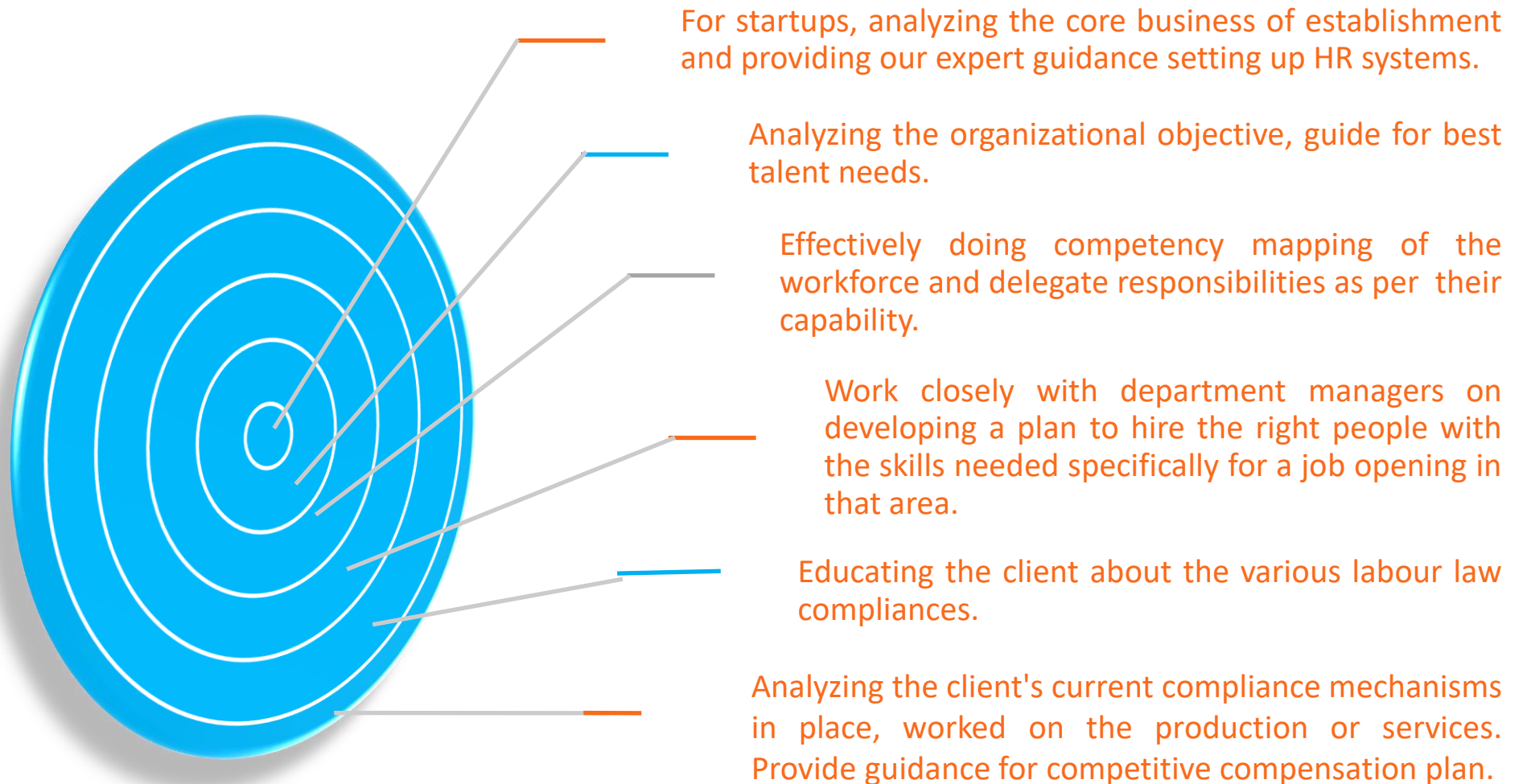
■ Recruitment Policy ■ Attendance Policy ■ Leave Policy ■ Payroll Policy ■ Code of Conduct ■ Admin Policy
■ Uniform Policy ■ Working Condition Policy ■ Performance Appraisal Policy ■ Termination Policy etc.

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 laws, which are mandatory to run the business without hindrance. The organization has to bear undue fines imposed by government authorities for non-compliance thereto. Hence Career Creed first understands the business process of its customers and support them to comply with the required rules & regulations.

1

- Shop & Establishment Act

2

- Factory Act

3

- Contract Labour Regulation & Abolition Act

4

- PF & ESIC Act

5

- Professional Tax Act

6

- Labour Welfare Fund Act

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.

Which includes :

- PF Inspection
- ESIC Inspection
- Labour Law Inspection
- Understand and reply on received notices from different government authorities related to statutory compliances.

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



Powered by
Career Creed HR services

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 :

Talent Management

Data Management

Control over Workforce

Record Management

Payroll & Compliance

Employee Leave & Attendance

MIS & Reports

Exit Management

Employee Performance

Better Keep
of



Our Clientele



FORTUNA PR



Props{AMC}

PROVIDENT
CAPITAL



Contact Us

Career Creed HR Services Pvt. Ltd.

512, Jaina Tower-1,
District Center,
Janakpuri, New Delhi-110058

www.careercreed.com

info@careercreed.com
careercreed@gmail.com
Phone : 011-46573869
+91 88260 70401

Twitter: @careercreed

Call us:

Mr. J P Singh

jp.singh@careercreed.com

+91-8299819155

Mr. Sanjay Aggarwal

sanjay@careercreed.com

+91-9549893345



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