



Career Creed HR Services Pvt. Ltd.
Deliver Better Experience...

Career Creed
HR Services

"At Career Creed HR Services, we believe that success lies in the potential of your people. As a Delhi-based HR solutions provider at PAN India, we specialize in offering a holistic range of HR services that transform organizations into thriving, efficient, and compliant workplaces. With a deep commitment to excellence, we are your trusted partner for HR success."

Our Services :

- 1 POLICIES & FRAMEWORK
- 2 TALENT ACQUISITION
- 3 HR AUDIT & ADVISORY
- 4 PAYROLL & BENEFITS
- 5 PAYROLL COMPLIANCES
- 6 HRMS TECHNOLOGY



*A top-notch HR Solutions that
deliver better experience...*

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- ❖ Review the existing HR Policies and Procedures.
- ❖ Vetting all HR Policies according to Labour Laws.
- ❖ Understand the nature of business and advice required HR Policies.
- ❖ Draft the policy considering various Labour laws and best Industry practices.
- ❖ Consult with stakeholders, incorporate their inputs that are more appropriate with their business process.

Policies & Framework

Tailored HR policies to align with your organizational culture

Talent Acquisition

Identifying and recruiting top-tier talent to drive your company's success.

- ❖ Thoroughly understanding the business nature, industry and process, Identify the hiring needs.
- ❖ Comprehensively Designing a Job Description (JD).
- ❖ Sourcing appropriate candidates from several database.
- ❖ Screening out the best candidature for respective positions.
- ❖ Shortlisting and lining up the right fit candidate for the interview.
- ❖ Coordination in selection process from offer to hiring.

- ❖ Thorough Review of all ongoing policies & procedures.
- ❖ Verification of employee's personnel files as per the prescribed checklist.
- ❖ Verification of several registers & records under various labour laws.
- ❖ Provide Labour Law Advisory to manage and keep the workforce compliant.
- ❖ Support to mitigate the compliance issues by proper arrangement of documents and liaison with government authorities.

HR Audit & Advisory

Thoroughly assessing HR practices to ensure compliances and recommend strategic enhancement

Payroll & Benefits

Precise and hassle-free payroll processing for accurate compensation

- ❖ Tailor compensation structure to meet organization's unique needs.
- ❖ Flexible salary components, allowances and reimbursement.
- ❖ Design and management of attractive employee benefit plan.
- ❖ Attendance and Leave Management.
- ❖ Error free Payroll & Tax Process through meticulous calculations.
- ❖ Investment declaration & Investment Proofs validation.
- ❖ Full and Final Settlement.
- ❖ Salary slip & Tax computation sheet.
- ❖ Salary registers, Bank Transfer, CTC Master and other reports.

- ❖ Flexi Benefit Plan (FBP) declaration.
- ❖ Management of FBP Entitlements, disbursement and balances.
- ❖ Verification of receipts against reimbursement claims.
- ❖ Generate final Pay-out sheet with bank transfer file.
- ❖ Incorporate unclaimed FBP balances into taxation.

CTC Reimbursement Management

Managing employee Flexi reimbursement processes seamlessly

- ❖ **PF Management** – Generation of UAN, Submission of monthly challans & returns and management of employee grievances.
- ❖ **ESIC Management** – Issuances of E-Pehchan, monthly challans & returns submission and management of employee grievances.
- ❖ **LWF Management** – Employee Enrolment, Challans and returns submission as per state wise applicability.
- ❖ **Professional Tax Management** – Challans and returns submission as per state wise applicability.
- ❖ **TDS Management** – TDS Returns (24Q) and Form 16.

Payroll Compliances

Navigating complex regulations to ensure legal conformity

HRMS Technology

Our Cutting-Edge HRMS Technology simplifies HR process

HRMS Modules :

- ❖ **Recruitment Management:** Streamlining your talent acquisition process for efficient hiring.
- ❖ **Employee Management:** Centralizing employee information and records.
- ❖ **Attendance & Leave Management:** Tracking attendance and managing leave requests effortlessly.
- ❖ **Payroll Management:** Automating payroll calculations, tax deductions, and more.
- ❖ **Performance Appraisal:** Facilitating performance reviews to enhance productivity.
- ❖ **Training & Development:** Identifying skill gaps and providing growth opportunities.
- ❖ **Reimbursement Management:** Managing employee business expenses seamlessly.
- ❖ **Helpdesk :** Generate tickets and Manage with a defined TAT.

HRMS Features :

- ❖ Intelligent application tracking system.
- ❖ Simplified onboarding procedure for new hires.
- ❖ Employee Master Data Management.
- ❖ Employee Self Service (ESS) with Mobile App.
- ❖ Geo Fencing and Geo Tagging Attendance Marking.
- ❖ Employee attendance view, regularize and approval.
- ❖ Employee Leave balance, leave request and approval.
- ❖ Employee CTC structure, Salary slips and Form 16.
- ❖ Online Investment declaration and Proof submission.
- ❖ Online Exit process.
- ❖ Goal Setting, Mid year and annual Performance reviews.
- ❖ Identify skill gaps through performance data analysis, Plan and deliver targeted training and monitor growth & skill enhancement.
- ❖ Reimbursement request and approvals.
- ❖ New Joiners and Exit Report.
- ❖ Customized MIS & Report Management.

Our HRMS



“Elevate your workforce management with seamless HRMS Technology”

Why Choose Career Creed HR Services?

“Excellence in Payroll and Compliance Management”

At Career Creed, we specialize in handling intricate HR tasks, with a strong focus on Payroll and Compliance Management. Our experts navigate the complexities of PF, ESI, LWF, PT, and TDS, ensuring your organization remains fully compliant at all times.

Our Clientele



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