



Career Creed HR Services Pvt. Ltd.

Deliver Better Experience...

Career Creed
HR Services

Start-up

Are you a Startup?

Looking to streamline your HR processes and focus on your Core Business goals?

Look no further! Our dedicated team of HR experts and proven HRMS technology are here to assist you in achieving HR excellence while you concentrate on scaling your business.

Unlocking HR Excellence for Start-ups

"Tailored HR Outsourcing Services with cutting-edge HRMS Technology for your Start-ups"

A COMPLETE HR SOLUTIONS FOR *STARTUPS*

- POLICIES & PROCEDURE FORMULATION
- RECRUITMENT SERVICES
- HR ADMIN, PAYROLL & COMPLIANCES
- HRMS TECHNOLOGY WITH MOBILE APP



**Mission
Start-ups**

608, Suneja Tower-2, District Centre,
Janakpuri, New Delhi-110058
www.careercreed.com | info@careercreed.com
careercreed@gmail.com | Phone : 011-46573869

A Complete HR Solutions for Start-ups

Empowering Start-ups with Comprehensive HR Excellence

1. Policies & Procedure Formulation

Strong Foundation for Your Startup

Building a solid HR framework is crucial for any startup's success. Our experts will work closely with you to craft tailored HR policies and procedures that align with your company's culture and goals.

- Employee Handbook Creation
- Code of Conduct Development
- HR Best Practices Implementation
- Customized Policies as per Your Needs



2. Recruitment Services

Finding the Right Talent

In the competitive world of startups, recruiting the right talent is paramount. Our recruitment specialists use innovative strategies to attract, assess, and onboard candidates who fit your startup's vision.

- Job Description Crafting
- Candidate Sourcing and Screening
- Interview Coordination
- Onboarding Support



3. HR Admin, Payroll and Compliances

Efficiency in HR Operations

Managing HR administrative tasks, payroll, and compliance can be daunting. Let us handle these responsibilities for you, ensuring accuracy and compliance with regulations, so you can focus on your business growth.

- Employee Data Management
- Attendance and Leave Tracking
- Timely and Accurate Payroll Processing
- Compliance with Labor Laws and Regulations



4. HRMS Technology with Mobile App

Empower Your Workforce

Our state-of-the-art HRMS technology simplifies HR processes, enhances communication, and enables better decision-making. Experience the benefits of digital HR transformation.

- Employee Self-Service Portals
- Automated Leave Requests and Approvals
- Real-time Analytics and Reporting
- Data Security and Privacy Assurance

Our HRMS



**Mission
Start-ups**

A COMPLETE HR SOLUTIONS FOR
STARTUPS

©2023 Career Creed HR Services Pvt. Ltd.

How do we work?

One Time Set-up

Setup of HR Policies, Processes and HRMS Technology

HR Policies formulation, Documentation and Process Set up :

- ✓ Compilation of existing Employee Master Data.
- ✓ Preparation of mandatory HR Policies & Onboarding KIT for your organization.
- ✓ KYC Docs collection, filling in their personnel files and update in PF/ESIC or others portal.
- ✓ Existing employees' personal files, registers and records as per prescribed checklist.
- ✓ Issuance of Appointment letters to all existing employees.
- ✓ Implementation of HR Policies.
- ✓ Designing a CTC structure as per compliance.
- ✓ Company Registration or Activation under EPF act.
- ✓ Complete company details in PF record and DSC activation process.
- ✓ Company Registration or code Activation under ESIC act.
- ✓ ESIC Enrolment, Complete their family member details and E-Pehchan Issuance to existing employees.
- ✓ PF Enrolment and KYC update for all existing employees.
- ✓ LWF Enrolment for all existing employees

HRMS Configurations & Implementation:

- ✓ Company Creation – Cloud based ID Creation
- ✓ Policies Configurations – Attendance, Leave, Payroll & Exit.
- ✓ Employee Master and Salary Master Configuration.
- ✓ Access Configuration (Employee, Reporting Manager & Admin)
- ✓ Employee's Master & CTC Master data migration.
- ✓ Attendance & Leave and Payroll data migration

Regular Support

A Remote HR to manage your regular HR activities.

HR Services with HRMS Technology :

- ✓ Mobile App Access to all employees for attendance & leave.
- ✓ Attendance marking through Mobile App (Geo Fencing and Geo Tagging).
- ✓ Online Leave request and approval.
- ✓ Efficient organization and maintenance of employee records.
- ✓ Structuring a competitive Compensation and Benefits Plan.
- ✓ Leave and attendance calculations as per company policy.
- ✓ Accurate payroll calculations and timely processing.
- ✓ Deduction management for PF, ESI, LWF, Professional Tax and TDS.
- ✓ Timely submission of challans and returns.
- ✓ Full and final settlement.
- ✓ Handling Form-16 and TDS returns.
- ✓ Providing detailed salary slips, tax computation sheet and payroll reports.
- ✓ Ensuring compliance with relevant laws and regulations.
- ✓ Managing various compliance registers and records.
- ✓ Efficiently handling employee grievances and ensuring timely resolution.
- ✓ Supporting your organization's growth and enhancing brand value.



Additionally, we offer to manage one dedicated HR email id on behalf of your organization, effectively addressing day-to-day employee grievances.

Why Choose Us?

Specialization in Startups:

We understand the unique challenges startups face, and our services are designed to cater to your specific needs.

Comprehensive Solutions:

From Policies & Procedure formulation to Recruitment, HR Admin, Payroll, Compliance, and HRMS Technology, we offer end-to-end solutions.

Experienced Team:

Our seasoned HR professionals bring a wealth of experience in various industries to provide you with top-notch guidance.

Cutting-edge HRMS:

Leverage our advanced HRMS technology to streamline your processes and empower your workforce.

“Let us be your strategic HR Partner, while you focus on shaping the future of your startup.”

Our Clientele



**Mission
Start-ups**

A COMPLETE HR SOLUTIONS FOR
STARTUPS

©2023 Career Creed HR Services Pvt. Ltd.



**FIXED MONTHLY
FEE**



**LIMITED
TIME
OFFER**

No. of Employees	Monthly Fee in INR
1-10	7,000/-
11-19	10,000/-
20-35	15,000/-
36-50	20,000/-
(20,000 + Rs. 350/ Employee – up to 200 Employees)	

One Time Set-up :

- HR Policies Formulation
- Documentation and Process Set up for Existing Employees
- HRMS Technology – Configuration & Implementation

No. of Employees	One Time Set up Fee in INR
1-10	20,000/-
11-19	25,000/-
20-35	30,000/-
36-50	40,000/-
(40000 + Rs. 750/ Employee – up to 200 Employees)	

Recruitment Services

7% of annual CTC | Replacement Period – 90 days | Payment – within 15 Days

**Mission
Start-ups**

Career Creed HR Services Private Limited

608, Suneja Tower-2, District Centre, Janakpuri, New Delhi-110058
www.careercreed.com | info@careercreed.com | Ph. : 011-46573869