

HR Generalist Practical Training

Web Based / Classroom



The Moment you think you
are out of Resources; you still have one thing,
Will to Win. **Ignite it.**



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 91+97145-33858

Rakesh Parmar

HR Trainer

7+ Years Experience in
HR Generalist
Profile & Labour Law

PF,ESI,WCA,Payroll,
Advance Excel &
Recruitment etc...



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HR Seminar @Ahmedabad



HR Seminar @Vadodara



EPF Act: (Employees' Provident Fund 1952)

- Coverage
- Exemption rules
- Contribution & Benefits
- Various PF Forms
- ECR
- Calculation

ESI Act: (Employees' State Insurance Act 1948)

- Coverage
- IP Registration
- ESI Online Processing
- Contribution & Benefits
- Calculation

Gratuity: (Payment of Gratuity Act 1972)

- Coverage
- Benefit
- Calculation
- Forms
- Calculation

Performance Management System

- 360° appraisal process

Payroll :

- Payroll processing supported by real time exposure to the payroll software
- Preparing payroll summary
- Updating employee's database for New Joined' & discussion on settlement process & F & F
- KRA

Recruitment & Selection :

- Recruitment Process
- Employee Retention
- Attrition Rate

Salary Break Up :

- Major components of salary
- IN CTC concept
- In GROSS concept
- Creating of Salary Structure
- Statutory Deductions

Attendance & Leave :

- Leave policy, Calculations, deductions & reimbursement

Income Tax :

- Planning for employees
- Tax slab rates
- Exemptions and allowances
- Deduction on savings & Investments

Joining & Exit Formalities :

- Documentation
- Various Components
- Orientation & induction
- Letter Formatting
- Discussion on formats used during employee joining & exit Process

Professional Tax :

- Introduction
- Slabs

Workmen Compensation Act :

- Introduction
- Structure & Definition
- Schedules
- Calculation

Advance Excel :

- Lookup, Pivot, mail merge etc...

• Document Submission :

• Material :

Login ID will be provided for materials and new amendments

• Timing :

- ✓ Be on time – Please remember
 - ✓ If not coming/late, update in advance
 - ✓ If not informed, that topic will not cover/repeat
 - ✓ We will update in advance for any changes, in case of emergency like travel issue, we will update in morning via message/whatsapp or call
-

• Training :

- ✓ Daily/weekly/monthly work should be submitted
 - ✓ After that, we will take one exam (online)
 - ✓ Feedback form
 - ✓ If all goes well, certificate will be issued within 7/15 days
-

• Interview :

- ✓ If you are going for interview direct/through us, update us on given contact

Testimonial



Name: **Kushav Khatri(KK)**
Qualification: B.SC, CMA, D.Vfx
HR Experience: 4 + Years
Location: Gandhinagar (Gujarat)

It's an immense pleasure to be a part of HR ignite, and acquire in-dept. knowledge of HR related things. The best thing I loved about being a part was that all the session was more of a group discusses rather than a classroom session. All of us were sharing our knowledge and it was fun hearing Mr. Rakesh, when he was sharing his knowledge. It's been a couple of months I have completed my training and he is still assisting me to solve my concerns related to the field. I am really grateful that he is my mentor.

If any of you is looking for a mentor for all HR related issue and concern, Mr. Rakesh is the best choice.

-Kushav Khatri (#HRKK)



Name: **Anjali A**
Qualification: MBA-HR
HR Experience: 4+ Years
Location: Chennai (Tamil Nadu)

Doing HR course in HR ignite was my best decision in my life. I got new knowledge and good experience by learning at HR ignite. The course was well organised and prepared by the specialist which helped us to learn more about HR generalist profile.



Name: **Sukanya Karulkar**
Qualification: MHRM
HR Experience: 2 Years
Location: Mumbai (Maharashtra)

I have completed my HR practical training from HR ignite. My experience was excellent. Faculty were amazing. Supportive and friendly. Teaching methods was different. even after completing my course I received good support from academy.



Name: **Shweta Rathi**
Qualification: B,com, PGDHRM
HR Experience: 1+ Years
Location: Ahmedabad (Gujarat)

Generally, Laws and Acts are boring part to study but Rakesh Sir has made it effective to Learn by keeping it to the point and simple. Apart from class timings he would be willingly answer the student's queries and would be helpful to students whenever we need even after completion of the course.

I wish him very good wishes for his Journey

FOR QUERY / HELP



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