

#hr@msme

Human Resource Corporatized for MSME

#hr@msme

HR Challenges @ MSME

The session will try and get some insight on what is needed as HR Practices of MSME in today's dynamic world with Cut throat environment where geographical and boundaries of Size necessarily don't define your competition.

#hr@msme

Our challenges as an MSME

#hr@msme

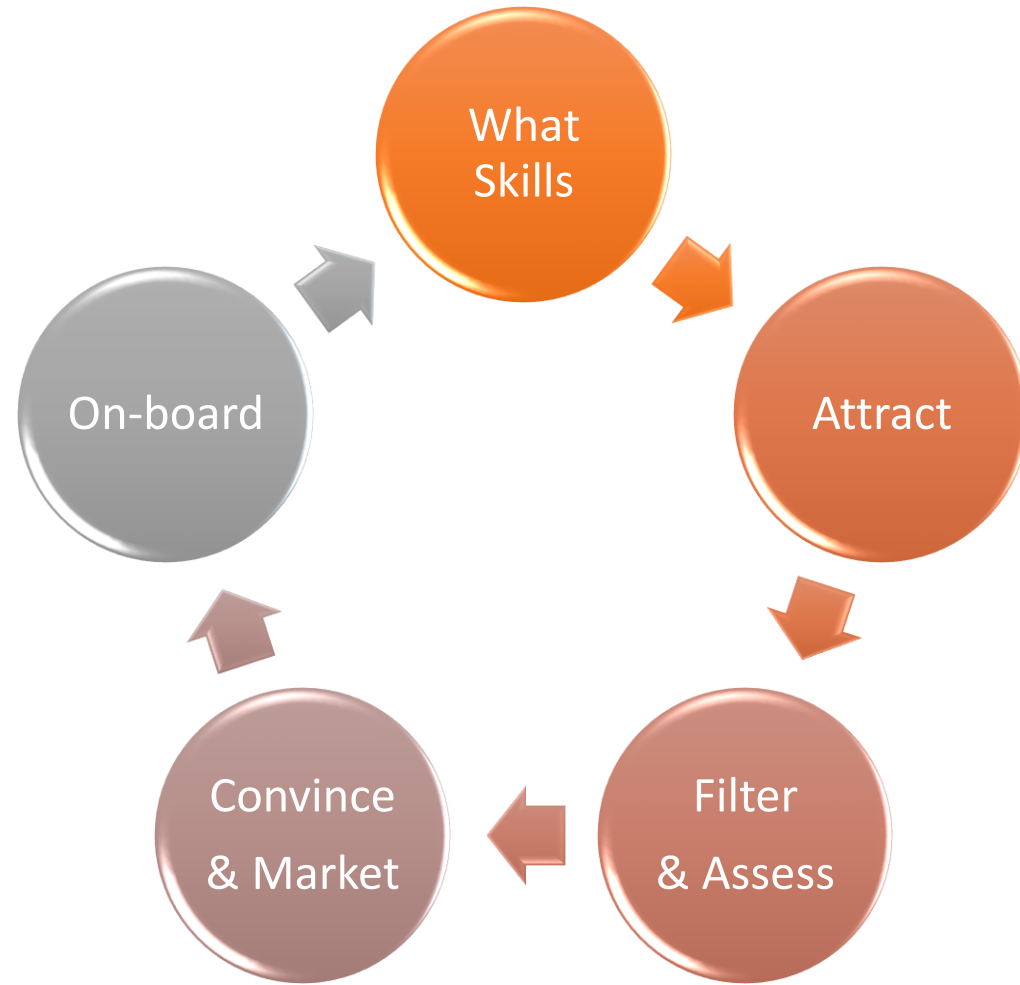
Amongst many .. One of the Key
Challenges in MANPOWER

#hiring challenges

#retention challenges

#hr@msme

#hiring



#hr@msme

#whatskills

Location of Job	Mumbai
No of Vacancies	1
Estimated Required Joining Date	ASAP
Organization Name	██████████ (Chartered Accountants)
Company Profile	██████████ is a Chartered Accountant Firm established in ██████████ having offices in Mumbai, Kolkata, Bangalore and associate offices at Chennai, Hyderabad and Delhi (NCR), engaged in Providing various type of Accounts, Audit & Credit monitoring Services. ██████████ offers skills to varied types of clients ranging from corporate sector, public sector undertakings, banks, charitable institutions, small and medium level firms and individuals. For further details, log on to our website ██████████
Job Description/Responsibilities	<ul style="list-style-type: none">• <u>Conducting Stock Audits of Manufacturing, Trading & Service rendering Companies.</u><ul style="list-style-type: none">- Thorough understanding of the company's business profile to check the genuineness of the working capital/long term fund requirement.- Verification of working capital requirement as per projections submitted to lender (bank/NBFC) and as per historical / present requirement.- Verification of correctness of debtors & revenue achieved as per the business model of the company (income recognition as per AS 9), creditors & purchases as per the business model of the company, Physical verification of inventory and valuation as per AS-2- Liaison with bank officials and company officials to resolve queries and observations made by us for smooth conduct of the audit.- Outstation audits will be there• DP Calculation – at banking premises itself
Desired Profile of the Candidate	<ul style="list-style-type: none">• Minimum qualification: CA-inter/ CMA (inter)/CMA Qualified• Minimum Work experience: 2-3 years in Statutory audits, Stock Audits/ Other Banking Audit Work• Good understanding of accounting policies and accounting standards• Well versed with auditing techniques• Proficient with MS Office/Tally/Preferably having some working knowledge on SAP and other ERPs• Flexibility with travelling• Hard working and dedicated.
Desired work experience	Max: 8 Min: 2
Compensation Offered (mandatory but can be hidden)	Max : Rs. 35000 Min: Rs.18000 Additionally Bonus

Position	Senior Account Executive
Location of Job	Kolkata
No of Vacancies	1
Estimated Required Joining Date	As soon as possible.
Organisation Name	██████████ (Chartered Accountants)
Company Profile	<p>██████████ is a Chartered Accountant Firm established in ██████████ having offices in Mumbai, Kolkata, Bangalore and associate offices at Chennai, Hyderabad and Delhi (NCR), engaged in Providing various type of Accounts, Audit & Credit monitoring Services. ██████████ offers skills to varied types of clients ranging from corporate sector, public sector undertakings, banks, charitable institutions, small and medium level firms and individuals.</p> <p>For further details, log on to our website ██████████</p>
Job Description/Responsibilities	<ol style="list-style-type: none"> 1. Billing & various accounting work including preparation of BRS. 2. Verification of all accounting related documents 3. Salary Sheet preparation in Tally Payroll Module 4. Calculation of TDS, GST, P. Tax and filing of returns 5. Maintaining all files related to accounts 6. Preparation of various MIS & managing of trackers 7. Supervision of 2 accounts personnel 8. Finalization of monthly accounts 9. Updation of process note related to accounts
Desired Profile of the Candidate	<ul style="list-style-type: none"> ➤ B.Com + MBA / ICWA (CMA) / CA inter (drop out) ➤ Minimum 3 years of experience in Accounts ➤ Minimum 2 years of supervision experience in Accounts department ➤ Knowledge of Tally ERP9 ➤ MS Office like Word / Excel. ➤ Good communication skills. ➤ Female (Preferably).
Desired work experience	Max: 6 yrs Min: 3 yr
Compensation Offered (mandatory but can be hidden)	Max : 25,000 /m Min: 15,000 /m Additionally Bonus

#hr@msme

#attract

Internal Referrals / Personal Referrals –

Material to distribute on Whatsapp for friends and family to circulate

Internal Referrals -

Offer Small Incentives for your team to refer right people if the person Joins
INR 500 Gift Voucher for Referring the right candidate / If the person joins and
completed 90 Days

Free Job Sites


Your Social Media

Your Teams Social Media


#hr@msme

#attract

**HELP US FIND
NEW TALENT!**



EMPLOYEE REFERRAL SCHEME



REFER your friend and EARN smileys and claim exciting gifts

- Open Mandates will be shared every week on monday through mails.
- You will be rewarded with 500 smileys per joinee.
- You can claim any gift as per your smiley accumulation at the end of the month.
- A weekly report and a monthly RNR celebration will be followed.
- You can upload the details of the reference in below mention link.

<http://bit.ly/2comssanjog>

EduJobs
SKILLING INDIA



OPENING FOR **DELIVERY BOY** AT
**LEADING FOOD ORDER &
DELIVERY COMPANY**
UNDER PAYROLL

TempForce
a 2COMS initiative

● Bike is not mandatory ● Bike licence is mandatory

#hr@msme

#attract

Looking for HR Recruiter candidate. Interested candidate please share ur cv xyz.abc@xys.com or connect at 9999XXXXXX .Location- Sector - III, Salt Lake

V/S

Request Referral for the position of SALES MANAGER - Garment Industry Kolkata based garment company with a brand which is household name in Sarees at pan India level is looking for a Sales Manager for another vertical dealing with Women Ethnic Clothing. Experience of over 15 years' in FMCG / Garment industry and currently a 2nd level Manager is essential. Coordinates: xyz.abc@xys.com # 99999XXXXXX

#hr@msme

#attract

Go one Step up

IT IS A WAR FOR TALENT

AND TALENT IN A KNOWLEDGE INDUSTRY IS GAME
CHANGER


Create

WHY JOIN US

PROFESSIONAL GROWTH

Personalized mentoring, exposure to international business practices, competitive salaries and a comprehensive appraisal system gives you a perfect platform for career development. Team collaboration, knowledge sharing and an opportunity to interact with a diverse client base will enrich your professional life while a systematic and transparent career progression plan helps you chart your progress.





[Home](#) | [About us](#) ▼ | [Services](#) ▼ | [Industries](#) | [Knowledge Insights](#) ▼ | [Contact us](#) ▼ | [Alumni](#) | [Employee Login](#)

Welcome to the work family which understands you and brings out the best in you. A growth one offered by C&S, a progressive employer which brings you rewarding careers and a 360 degree growth.

We understand that for employees to be on the fast track of growth, they need the right track and an equally efficient pit stop team.

The HR team at C &S stands out for its employee friendly culture and well crafted growth plan. We are on road to excellence in our HR strategies with a lucid policy based on our business needs and value framework.

We strongly believe that every associate is a link in the company's growth chain and thus our HR department is meticulously knitting strategies for developing the competencies & capabilities of our workforce and also to add colours to their work-life.

Learning and Development Cell – is primarily endeavoring to create a favorable environment for people to learn and develop their Functional, Technical and Managerial competencies across all levels.

Global Exposure – We are venturing out with international Clients to give our Associates a global exposure.

Current Openings

+ Assistant Manager – Audit Department (Mumbai & Navi Mumbai)


+ Executive Assistant - Tax

+ Assistant Manager – Audit Department (Bangalore)

+ Executive Assistant (EA)

+ Executive / Senior Executive – Generalist HR


Apply

 Resume Submission for Chartered Accountant & Semi Qualified

→ × ⓘ Not secure | asa.in/p/why-join-us ☆ | 🔍 | 🗨️ | ⋮


Dashboard - To-do... 19 Google Calendar ... SMTP SPECIFICATIO... Google Sheets Recruiter Google Docs All the latest activity pramod's Tasks - jo... » | Other bookmarks

PERSONAL DEVELOPMENT




Regular training sessions, weekly technical training, interaction with experts through internal clinics & seminars and a host of group outings combine work with fun while a dynamic environment helps you build confidence and hone your personal abilities at ASA.

WORK LIFE BALANCE



We believe in maintaining a balance between your personal and professional priorities. Each team is adequately staffed and assignments are evenly spread. We make perpetual efforts to recharge your batteries and break monotony in work by organizing monthly recreation events, besides annual picnic, movies, dinners, etc. Flexi time options and a forum for free and open dialogue offer a perfect setting to get to know and respect one another.

GENDER SENSITIVE



ASA is committed to providing a safe, gender sensitive work place which is conducive to free flow of ideas. Gender neutral and

#hr@msme

#hiringtools

indeed

Post jobs for free* Appear in general search results Accept mobile applications Manage candidates directly from your Indeed account Post a Job	Sponsor jobs to attract more candidates Get premium placement when you sponsor your job posting Pay only when people click on your jobs Reach more candidates through desktop, mobile and Job Alerts Get Started	Design a hiring campaign Sponsor jobs from your career site or ATS Get premium placement when you sponsor your job posting We'll help you set a budget and choose which jobs to sponsor Contact Us
---	---	---

Some more....

Olx

LinkedIn

Quikr

shine.com

- Urgent opening for Placement Officer.
- Salary : 20-25k* in hand.
- Interested candidates can call on 9*247362879*.
- Total work: 1 year (Preferred).

9 days ago · [Save job](#) · more...

Sales Manager in Building Materials (Doors Division) -- Bang...

2COMS Consulting Pvt Ltd,Hyderabad 3.8 ★
Bengaluru, Karnataka

₹7,00,000 a year

[Apply securely with Indeed Resume](#)

- Sales Manager in Building Materials (Doors Division) -- Bangalore / Pune / Chennai / Mumbai / Ahmedabad*.
- Details of Reportees (if any).

3 days ago · [Save job](#) · more...

RPA - UI Path

2COMs 3.8 ★
Bengaluru, Karnataka

- 2COMS is a Human Supply Chain Management company.
- With over 2500+ employees and more than 7 branches.

Sales Manager in Building Materials (Doors Division) -- Bangalore / Pune

2COMS Consulting Pvt Ltd,Hyderabad ★★★★★ 41 reviews - Bengaluru, Karnataka

[Apply Now](#)



Bengaluru, Karnataka

₹7,00,000 a year

10+ years experience

Job Summary

* Sales Manager in Building Materials (Doors Division) -- Bangalore / Pune / Chennai / Mumbai / Ahmedabad**

**

**

*Job Role:

Assistant Sales Manager

Division / Department

Doors Division

#hr@msme

#hiringtools

[Hiring](#)
[Naukri.com](#)

- ▣ Search CVs for Free now
Find the right candidate

Facebooks / Jobs

Post jobs for free*	Sponsor jobs to attract more candidates	Design a hiring campaign
Appear in general search results	Get premium placement when you sponsor your job posting	Sponsor jobs from your career site or ATS
Accept mobile applications	Pay only when people click on your jobs	Get premium placement when you sponsor your job posting
Manage candidates directly from your Indeed account	Reach more candidates through desktop, mobile and Job Alerts	We'll help you set a budget and choose which jobs to sponsor
Post a Job	Get Started	Contact Us

The screenshot shows the Facebook profile of 2COMS Consulting Pvt. Ltd. The profile picture is a logo with the text "2COMS Recruitment • Staffing • Skill Development". The cover photo features the text "LET US PICK OUT THE BEST WE ARE HIRING FOR BPO". A recent post from November 19th at 00:42 states: "2COMS Consulting Pvt. Ltd. posted a job. Interested to Work in a Leading BPO in Kolkata....Click below link & fill in your details. Our recruiter would connect you shortly http://bit.ly/2z27wIU". The post includes eligibility criteria: "Convent Education + Excellent English Communication...". The right sidebar shows 26,227 likes, 26,294 followers, and 439 check-ins. The "About" section provides the address: "8, M M Rahman Sarani, 2nd Floor, Beck Bagan, (Near Conclave) (3.13 km) 700017 Kolkata" and a phone number "081001 12200".

#hr@msme

#filter&assess



1 every 2.5
seconds

That's how many decisions humans
make on average.

Source: PsychologyToday.com

#hr@msme

#filter&assess



Some Interesting Test

Assessment for attention to detail

Sample Question 2

Northern Tomato has found an issue with some of its products that shipped in 2018. It has decided to recall units with expiration dates between May 1, 2017 and June 30, 2018.

Unit Expiration Date Brand

1	07/31/2018	Northern Tomato
2	09/30/2017	Northern Tomato
3	10/01/2017	Hillside Tomato
4	08/01/2018	Hillside Tomato
5	03/31/2017	Northern Tomato
6	07/31/2018	Northern Tomato

Which of these units are recalled?

- A: 1
- B: 2
- C: 3
- D: 4
- E: 5
- F: 6

EXAMPLE QUESTIONS

Sample Question 1

James is planning to call everyone from Rochester in the table below, going alphabetically by last name. Which is the correct list of people to call in the right order?

Name (First, Last)	Street Address	City
Deandrea DePaolo	7 Albert Rd	Rochester
Dennis Goolsby	55 Wesley St	Rochester
Charles Ehrenreich	1 Anthony Rd	Canton
Maybelle Cadwell	20 Mar St	Rochester

1. Dennis Goolsby, Charles Ehrenreich, Maybelle Cadwell, Charles Ehrenreich
2. Deandrea DePaolo, Dennis Goolsby, Charles Ehrenreich, Maybelle Cadwell
3. Charles Ehrenreich, Maybelle Cadwell
4. Maybelle Cadwell, Deandrea DePaolo, Charles Ehrenreich, Dennis Goolsby
5. Maybelle Cadwell, Deandrea DePaolo, Dennis Goolsby
6. Maybelle Cadwell, Dennis Goolsby, Deandrea DePaolo

#hr@msme

- Confirmation bias
- Affect heuristics
- Expectation anchor
- Halo effect
- Horn effect
- Overconfidence bias
- Similarity attraction bias
- Illusory correlation
- Affinity bias
- Beauty bias
- Conformity bias
- Intuition
- Contrast effect / judgement bias

#filter&assess

In fact, 60% of
interviewers will make a
decision about a
candidate's
suitability within 15
minutes

#hr@msme

#filter&assess

Try and get to know what is not written resumes

We spend a lot of time listening what is written in the resume

Don't try and push your questions toward to answers which you want to hear.

Assess on all Parameters

TINA effect

Match Skill required while Questioning

Close Ended Question

- "How many years did you work for your last employer?"
- "Did you enjoy it?"
- "Did your job involve traveling?"
- "Which enterprise resource planning (ERP) systems are you familiar with?"
- "What training have you had that's related to this position?"
- "Have you ever worked in a different industry?"
- "Are you willing to move if offered the right job?"
- "Are career advancement opportunities one of your priorities?"
- "What's the longest you've worked for any employer?"
- "Is a company's work environment important to you?"
- "Do you have much experience with social media?"

Open Ended Question

- "Can you describe how you handle tight deadlines on the job?"
- "Can you give me an illustration of how you improved productivity at your last job?"
- "Why do you want to work for this company?"
- "What can you tell me about yourself?"
- "What interests you most about this position?"
- "Can you describe a time you helped reduce costs at a previous job?"
- "What are your methods for avoiding errors?"
- "What are your greatest strengths and weaknesses?"
- "What's the biggest challenge you've ever faced in any job?"
- "Where do you see your career in five years?"
- "What does your ideal job look like?"
- "What could your current company do to be more successful?"
- "What do you think is the biggest issue in our field today?"

#hr@msme

#convince&market



Interview should be a 2 Way Highway
Remember for a good Talent we are as eager
or more eager then the candidate to Join

Interest level Check

Quality of Questions will tell you focus area
Will give you a chance further to impress upon
the most relevant marketing points

#hr@msme

#onboard

The most neglected process

Lack of POFU – High Drop

LOI – Letter of Intent

Appointment Letter on the DOJ

ID Card

Welcome Kit

Allocate a Buddy

#hr@msme

#onboard

Sample Appointment Letter



SAMPLE APL
LETTER

Sample LOI



SAMPLE LOI

#hr@msme

#hrtools

kredily.com/pricing/

do... 19 Google Calendar -... SMTP SPECIFICATIO... Google Sheets Recruiter Google Docs All the latest activity pramod's Tasks - jo...

POPULAR FREE FOREVER No hidden charges No credit card required	PROFESSIONAL Upto 100 employees ₹40 per additional employee
Rs 0 / MO	Rs 4999 / MO
<i>HR Management</i>	<i>All features in "Free Forever Plan"</i>
<i>Employee & Document Management (250 MB Limit)</i>	+
<i>Machax - social network by Kredily</i>	<i>HR Management</i>
Leave & Attendance	<i>Document Management (Unlimited Storage)</i>
<i>Web Clock-in/Clock-out for attendance</i>	Leave & Attendance
<i>Customisable leave rules (up to 10), attendance rules (up to 10)</i>	<i>Customisable Leave Rules (unlimited)</i>
<i>Biometric Integration</i>	<i>Customisable Attendance Rules (unlimited)</i>
<i>Geotracking</i>	<i>Biometric Integration Support</i>
<i>Payroll</i>	<i>IP Restriction</i>
	<i>Payroll</i>

[Free HRMS – Human Resource Management System](https://kredily.com/)

<https://kredily.com/>

- Unlocking the power of employee engagement
- Connecting employees to your organization's purpose
- The role of KPIs in employee engagement
- How deciding on KPIs can take your employee engagement to the next level

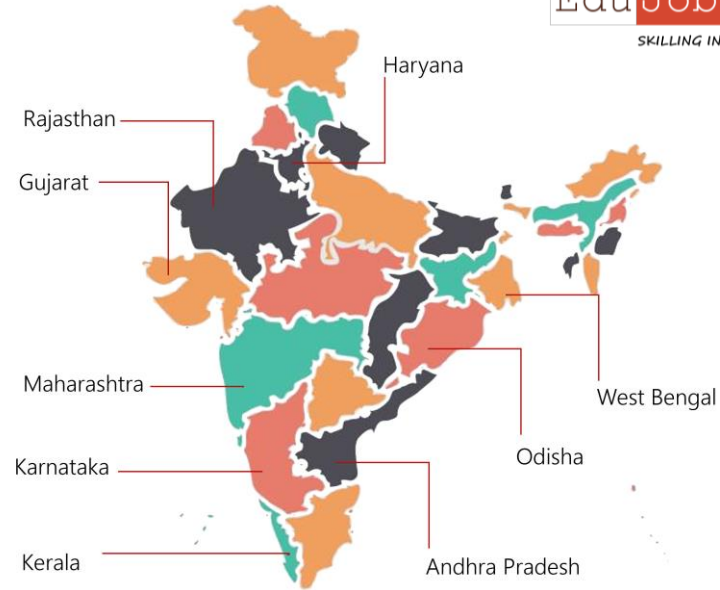
#hr@msme

##retention

Most Crucial Activity

Define KRA and KPI

For every Role

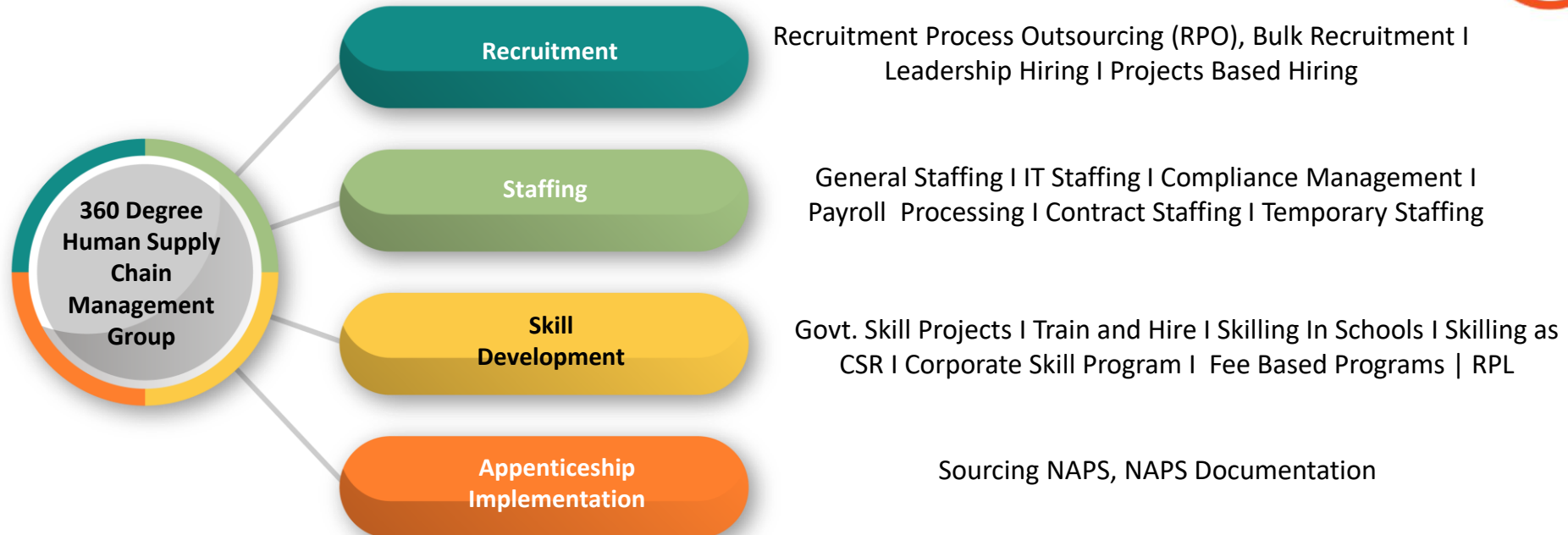


1993 Year of establishment of 2COMS

25+ Branches

400+ Internal Employees Strength

60% of workforce constitutes of women employees





**ET Bengal Corporate award
for Highest Job Creator**



Can someone
address all my
**EMPLOYMENT
ENGAGEMENTS**

Can
someone provide
SKILLED RESOURCES
at the drop
of a hat

Can someone
take all your
RECRUITMENT
woes away

[Yes we can!!!]

2coms
turns **25**

**Quick
Turnaround
Time**

**Pan India
Hiring**

**Dedicated
Account
Manager**

**Talent
Research &
Forecast**

Connect

pramod@2coms.com

9830025544

Let's talk
about your
Talent Needs

2COMS ITHR
Specialised Workforce
Solutions for IT

Reach us at requirements@2coms.com
Visit our site: www.2coms.com
www.jobsacademy.co.in

//VALUES//
SERVICE
PASSION
INNOVATION
INTEGRITY
GROWTH



facebook.com/2coms



twitter.com/2COMS_Career



linkedin.com/company/2coms