

WE ARE HIRING

Intern - Human Resources

Job Description

- HR Documentation for personal files
- Letters - Increment/Bonus/Probation/ Salary/ Employment Confirmation letters
- HRIS Document Uploading/Updating,
- ETF/EPF filling,
- Insurance claims and process
- Follow-up mails - welcome mails, client notification, etc.
- Typing Contracts/ NDA/ NCA
- Issuance of service letters and B Cards filling them in labor department
- Any ad-hoc activities related to the above and any type of basic HR administration

Job requirements

- Full / part qualification in CQHRM / PQHRM from CIPM or a similar qualification.
- Excellent command in English both written and spoken.
- Strong computer skills, including familiarity with common software applications and systems.
- Independent and self driven with interest to learn and apply.

