

Welcome to Investor Friendly CPA Pvt. Ltd.

Welcome to the Team!

We are excited to have you join Investor Friendly CPA Pvt. Ltd. and look forward to seeing all the great contributions you will make. This guide is designed to provide you with all the details you need for a smooth start. It includes everything from your first week's schedule to key contacts, so you can hit the ground running.

If you have any questions, feel free to reach out to your buddy or HR. We're here to help and support you as you embark on this exciting journey with us!

Important Next Steps Before You Join:

- **Confirm your joining date and time.** Please respond to this email to confirm your first day.
- **Complete and return any pending documents.** Ensure that all paperwork (tax forms, contracts, etc.) is submitted before you start.
- **Reach out with any questions.** If you're unsure about anything, your buddy or HR is available to answer your questions. Don't hesitate to ask!

Office Policies and Documents:

- **HR Policies:** Our workplace culture and policies are included in the onboarding pack you'll receive on your first day. Please review them for a smooth start.
- **IT Setup Guide:** A detailed step-by-step guide on setting up your email, software, and other necessary tools.
- **Team Contacts:** A directory of key team members you will interact with, including department heads and your direct teammates.

We are committed to helping you succeed, and we look forward to making your first days as welcoming and seamless as possible. Enjoy your time here!

Your First Week Overview:

Day	Activities	Details
Day 1	Welcome Orientation	A company intro, overview of HR policies, and a detailed onboarding pack including important documents and forms. (HR)
	IT & Tools Setup	Setup of your company email, access to essential software, internal communication tools, and any other tools specific to your role. (IT)
	Manager Connect	Discussion with your manager about role expectations, performance goals, and long-term career trajectory. (Manager)
Day 2	Team Meet & Greet	Casual introductions with team members. This will be a great chance to learn about everyone's roles and how they collaborate. (Buddy)
	Office Tour / Setup Review	If you're in the office, you'll take a tour of key areas, including workstations, meeting rooms, and breakout spaces. If remote, check your setup and tools. (Buddy)
Day 3	Role Deep Dive	A deeper look at your functional responsibilities, key performance indicators (KPIs), and day-to-day tasks you'll be handling. (Manager)
	Department Overview	Understand how different teams (Finance, HR, Marketing, etc.) collaborate and how your role fits within the larger structure. (Manager/Buddy)
Day 4	Shadow Sessions	Sit in on team meetings and observe the workflow, communication styles, and decision-making processes. You'll gain insights into team dynamics. (Buddy)
	Light Assignments	Start with small tasks or projects to ease into your role. These are designed to give you a hands-on experience without overwhelming you. (Manager)
Day 5	Feedback Check-in	A session with HR and your manager to review your first week—discuss what went well, address any challenges, and set up a plan for the upcoming weeks. (HR + Manager)

HUMAN RESOURCE DEPARTMENT
INVESTOR FRIENDLY CPA PVT. LTD.