

1 INTRODUCTION

1.1 Overview

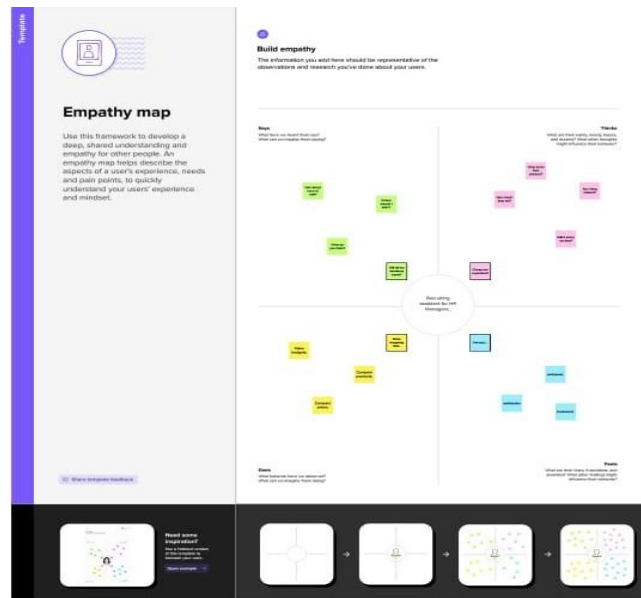
A human resources(HR) assistant is a professional who is responsible for the daily administrative and HR duties of an organization.they assist with recruitment and record maintenance for payroll processing as well as provide clerical support to all employees.

1.2 Purpose

As an HR assistant ,you will be responsible for managing and handing the day-to-day HR activities.you will also be responsible for identifying any payroll issues and and miscalculation.In addition to this, you should be able to update and maintain employees details in both online and offline mode.

2 Problem Definition & Design Thinking

2.1 Empathy Map



2.2 Ideation & Brainstorming Map



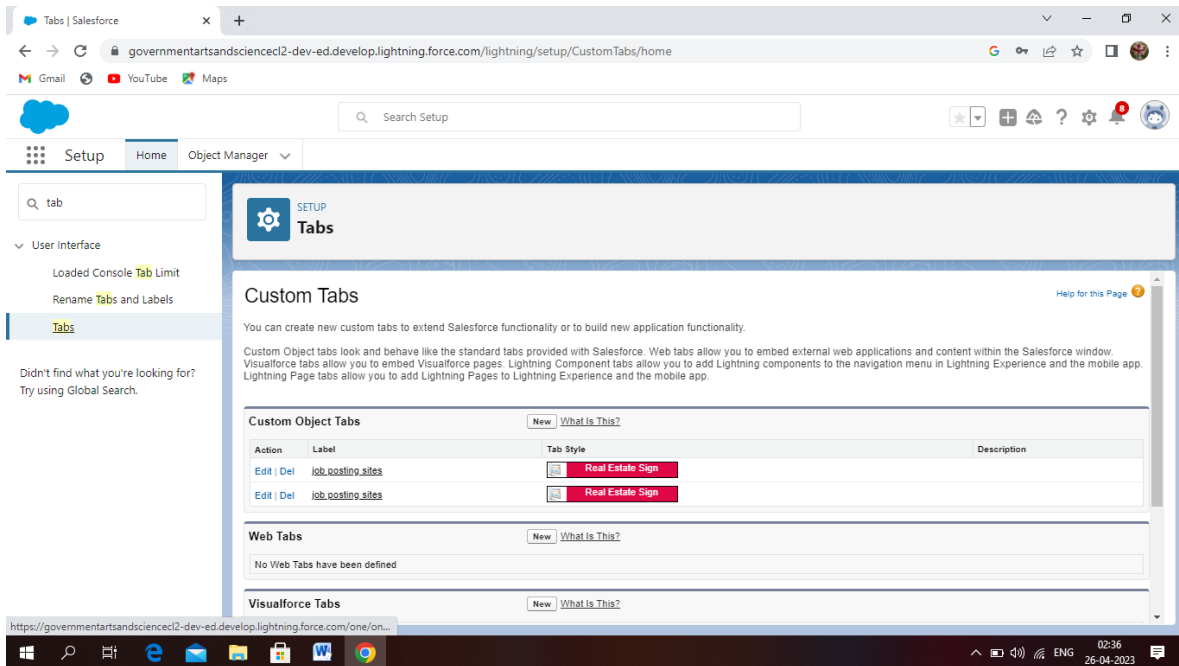
3 RESULT

Project Report Template

3.1 Data Model:

Object name	Fields in the Object	
obj1 job posting sites	Field label	Data type
	Job posting site	text
obj2 reviews	Field label	Data type
	Review	Auto number

3.2 Activity & Screenshot

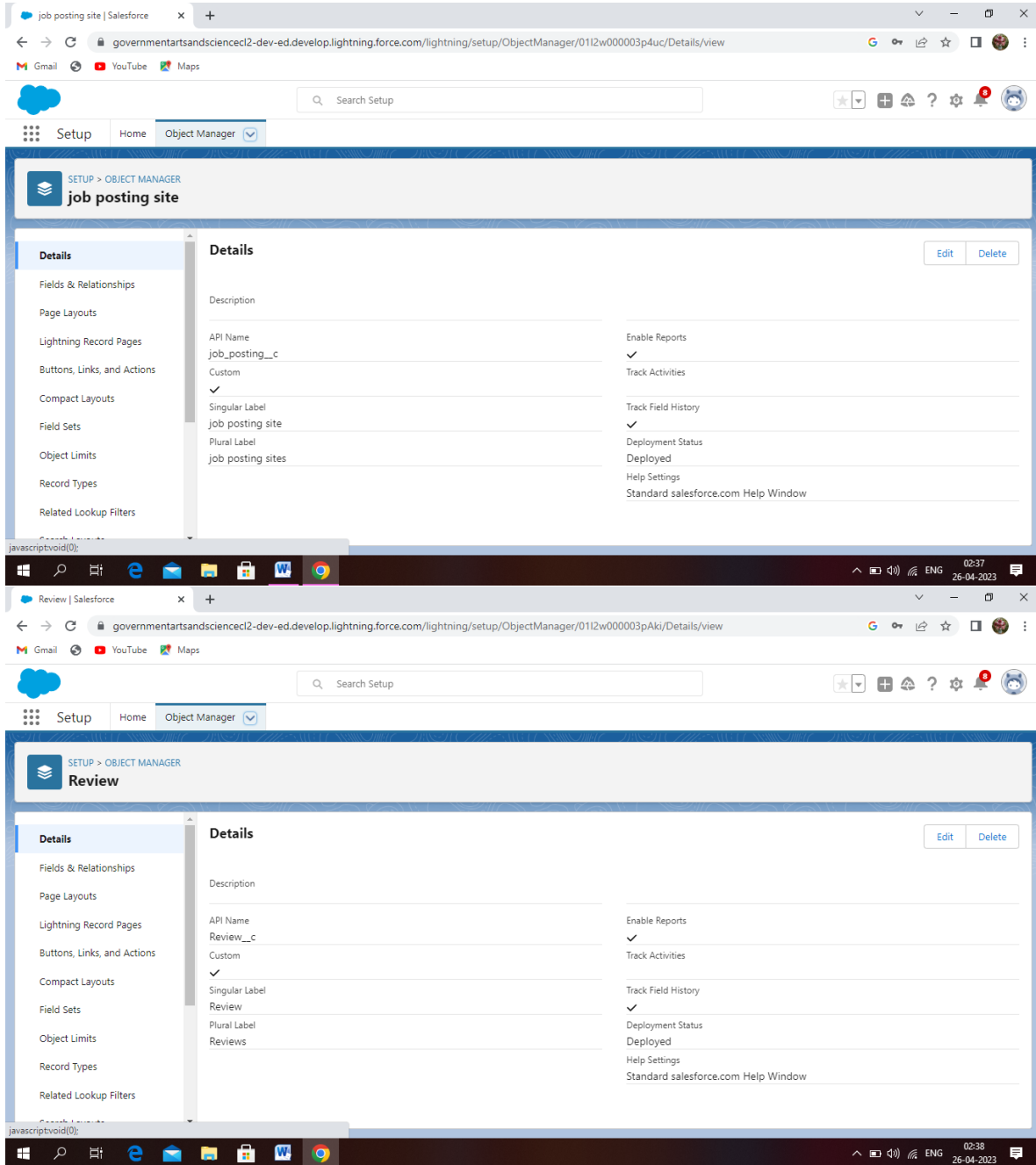


The screenshot displays the Salesforce Setup interface for Custom Tabs. The left sidebar shows the 'Setup' menu with 'Home' and 'Object Manager' options. The main content area is titled 'Custom Tabs' and includes a 'Help for this Page' link. Below the title, there is a description of custom tabs and their types. The 'Custom Object Tabs' section contains a table with the following data:

Action	Label	Tab Style	Description
Edit Del	job_posting_sites	Real Estate Sign	
Edit Del	job_posting_sites	Real Estate Sign	

The 'Web Tabs' section indicates that no web tabs have been defined. The 'Visualforce Tabs' section is also visible but empty.

Project Report Template



The screenshot displays the Salesforce Setup interface for the 'job posting site' object. The left sidebar lists various configuration options, and the main area shows the object's details.

Object Manager: job posting site

Details

- Fields & Relationships
- Page Layouts
- Lightning Record Pages
- Buttons, Links, and Actions
- Compact Layouts
- Field Sets
- Object Limits
- Record Types
- Related Lookup Filters

Details

Description

API Name: job_posting__c

Custom

Singular Label: job posting site

Plural Label: job posting sites

Enable Reports: ☒

Track Activities: ☒

Track Field History: ☒

Deployment Status: Deployed

Help Settings: Standard salesforce.com Help Window

Review

Details

Description

API Name: Review__c

Custom

Singular Label: Review

Plural Label: Reviews

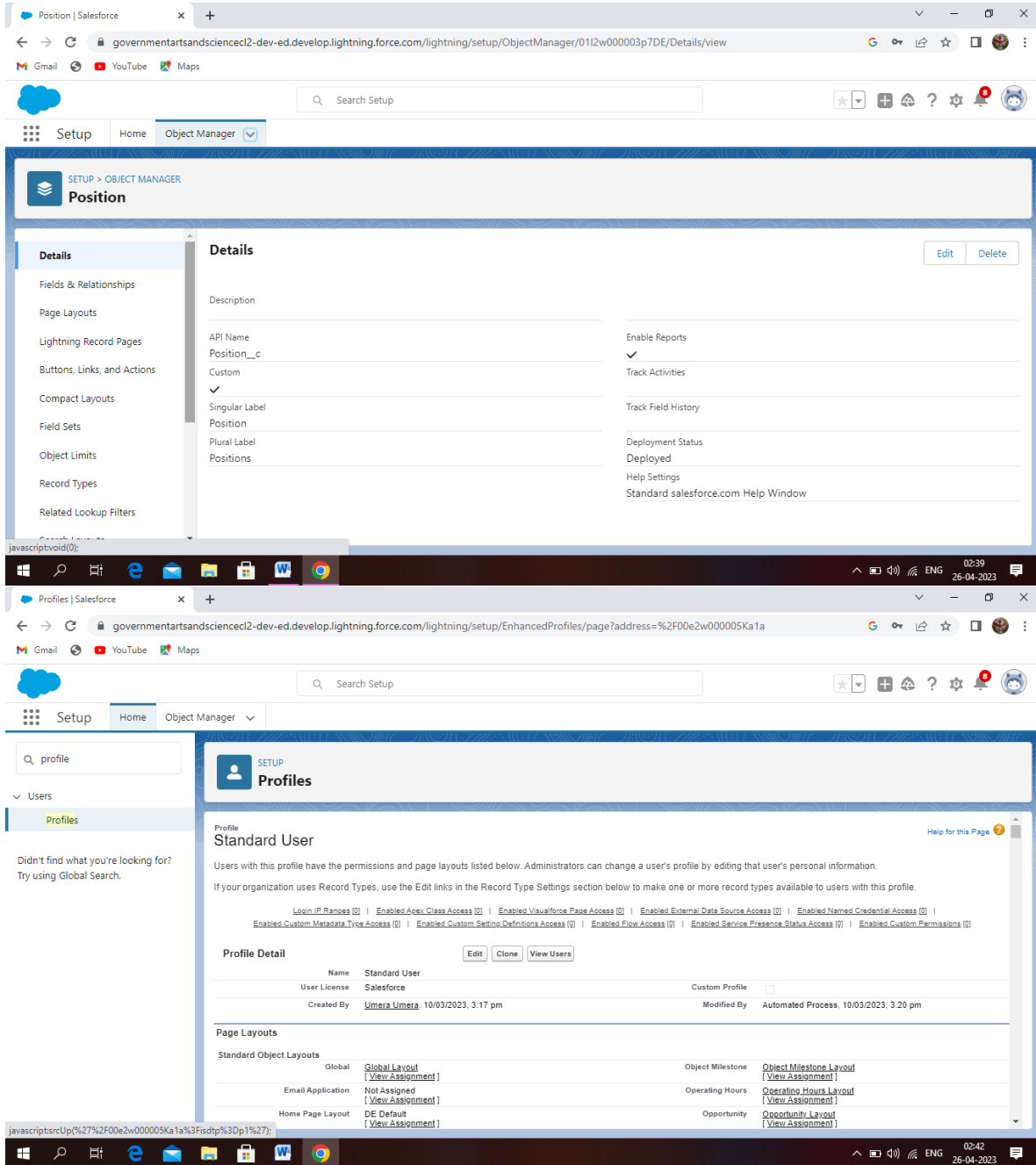
Enable Reports: ☒

Track Activities: ☒

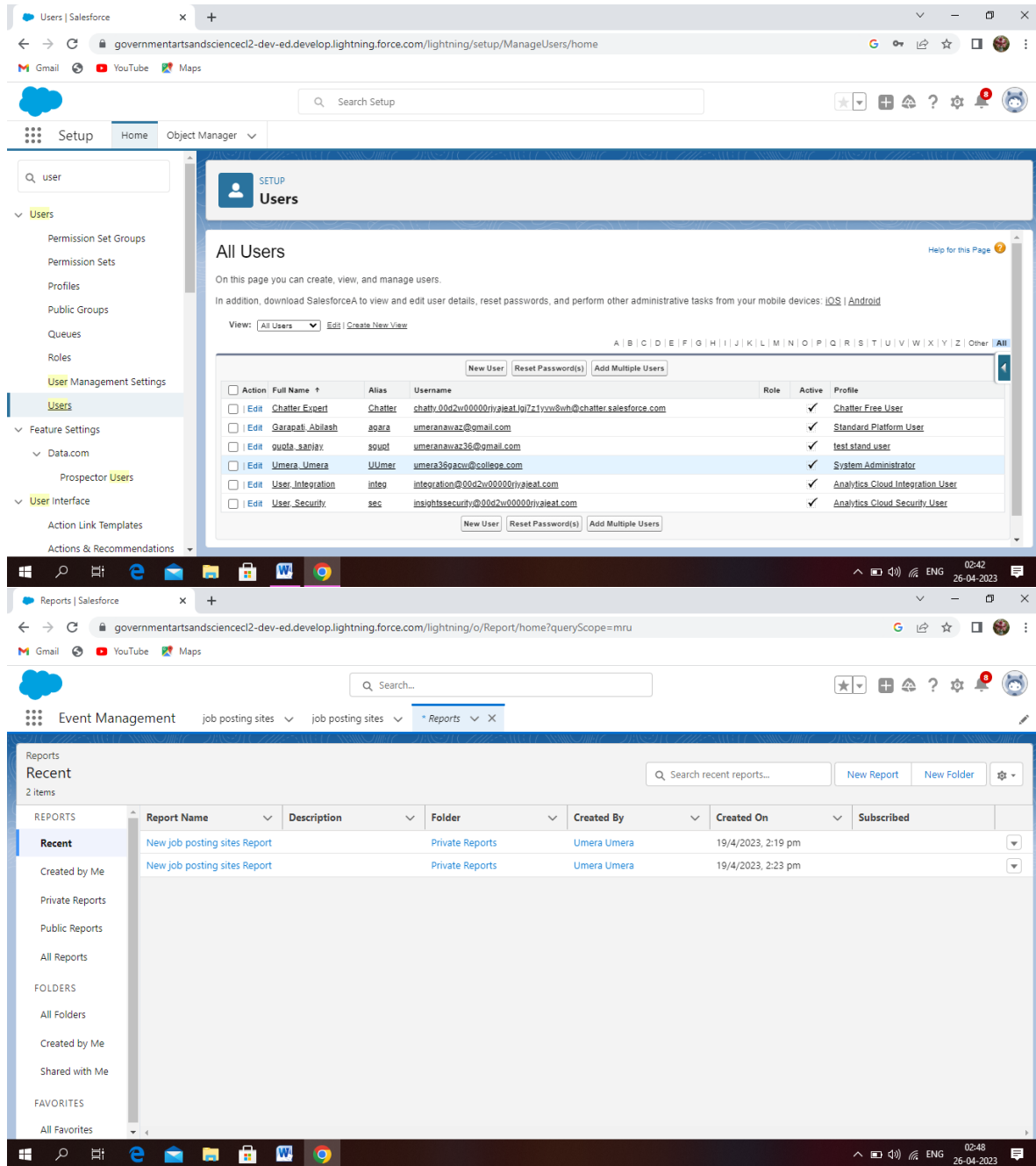
Track Field History: ☒

Deployment Status: Deployed

Help Settings: Standard salesforce.com Help Window



The screenshot displays the Salesforce Setup interface, specifically the Object Manager and Profiles sections. The top navigation bar includes 'Setup', 'Home', and 'Object Manager'. The left sidebar shows a list of setup options, with 'Details' selected under 'Object Manager'. The main content area shows the details for the 'Position' object, including fields like 'API Name', 'Singular Label', and 'Plural Label'. Below this, the 'Profiles' section is visible, showing the 'Standard User' profile. The 'Standard User' profile details include 'Name', 'User License', 'Created By', and 'Modified By'. The 'Page Layouts' section lists various layouts assigned to the profile, such as 'Global Layout', 'Object Milestone Layout', 'Email Application', 'Operating Hours Layout', 'Home Page Layout', and 'Opportunity Layout'.



The screenshot shows the Salesforce 'Users' management page. The left sidebar contains navigation options like 'Setup', 'Home', 'Object Manager', and 'Users'. The main content area is titled 'All Users' and displays a table of users. The table has columns for Action, Full Name, Alias, Username, Role, Active, and Profile. The users listed are:

Action	Full Name	Alias	Username	Role	Active	Profile
Edit	Chatter Expert	Chatter	chatter_00d2v00000riva1eal1gZt1yvw8wh@chatter.salesforce.com		✓	Chatter Free User
Edit	Garapati Abilash	garapati	umeranawaz@gmail.com		✓	Standard Platform User
Edit	ouota_sanjay	soud	umeranawaz36@gmail.com		✓	test stand user
Edit	Umera Umera	UUmer	umera36gacw@college.com		✓	System Administrator
Edit	User Integration	integ	integration@00d2v00000riva1eal1gZt1yvw8wh@chatter.salesforce.com		✓	Analytics Cloud Integration User
Edit	User Security	sec	insightssecurity@00d2v00000riva1eal1gZt1yvw8wh@chatter.salesforce.com		✓	Analytics Cloud Security User

Below the screenshot, there is a second screenshot showing the 'Reports' page in Salesforce. The left sidebar shows navigation options like 'Event Management', 'job posting sites', and 'Reports'. The main content area is titled 'Recent' and displays a table of reports. The table has columns for Report Name, Description, Folder, Created By, Created On, and Subscribed. The reports listed are:

Report Name	Description	Folder	Created By	Created On	Subscribed
New job posting sites Report		Private Reports	Umera Umera	19/4/2023, 2:19 pm	
New job posting sites Report		Private Reports	Umera Umera	19/4/2023, 2:23 pm	

4 Trailhead Profile Public URL

Team Lead - <https://trailblazer.me/id/uumera>

Team Member 1 -
<https://trailblazer.me/id/vijak45>

Team Member 2 -
<https://trailblazer.me/id/vijag>

Team Member 3 -
<https://trailblazer.me/id/abirs18>

5 **ADVANTAGES & DISADVANTAGE**

ADVANTAGES:

- Reduce time to hire.
- Shorten onboarding times.
- Cost less.
- Strengthen employee engagement.
- Result in inflexible culture

DISADVANTAGES:

- Maintaining a safe distance.
- Higher competition.
- Conflicts of opinion.
- Legal liabilities.
- Position restriction.

6 **APPLICATIONS**

I am writing to apply for the position of HR assistant with pharmacorp. I have three years of human resources experience with a history of increased responsibility. As the current HR assistant such as conducting background check calling candidates and checking references.

7 **CONCLUSION**

A human resources (HR) assistant is a professional who is responsible for the daily administrative and HR duties of an organization. They assist with recruitment and record maintenance for payroll processing as well as provide clerical support to all employees.

8 **FUTURE SCOPE**

The leader is responsible for all HR practices and regulation, recommending changes to senior management and ensuring that the organization has the required workforce to meet all business needs and goals.