

HR Department



(A) Add Employees

- ① Vacancy Notice
- ② Caller Enquiry
- ③ Resume Shortlist
- ④ Interview Process
- ⑤ Joining Data

(B) Add Business Associates

- ① Work Profile & Payout
- ② Joining Data

(C) Add Internship

- ① Joining Date
- ② Work Profile & Payout

Rules & Regulations

- Ⓐ Governing Rules & Regulations.
- Ⓑ HR Actions
- Ⓒ Daily & Annual Assessment Sheet

Employee Training

- Ⓐ Basic Training
- Ⓑ Advance Training