

CERTIFICATE IN
**HUMAN
RESOURCE
MANAGEMENT**

**6-MONTH
INDUSTRY-
ORIENTED
PROGRAMME**

**Build Practical HR
Skills. Start Your
Career.**

ABOUT US:

We are committed to developing skilled, confident & industry-ready HR professionals through practical & career-focused learning. Our programmes combine HR fundamentals with recruitment, HR operations, payroll, labour compliance, HR technology, Excel, HR analytics, Power BI, administration & Generative AI to help learners understand how modern HR functions work in the real world.



WHAT YOU WILL LEARN

- ▶ HR FOUNDATION
- ▶ RECRUITMENT & TALENT ACQUISITION
- ▶ HR OPERATIONS
- ▶ PAYROLL MANAGEMENT.
- ▶ LABOUR LAW & COMPLIANCE
- ▶ HRMS & HR TECHNOLOGY

PROGRAM OBJECTIVES

- ▶ Recruit candidates
- ▶ Prepare job descriptions
- ▶ Source candidates using job Portals & LinkedIn
- ▶ Screen CVs
- ▶ Conduct preliminary interviews
- ▶ Coordinate interviews
- ▶ Prepare HR documentation
- ▶ Maintain employee records

ELIGIBILITY

- ✓ DEGREE PURSUING
- ✓ DEGREE COMPLETED
- ✓ PG PURSUING
- ✓ PG COMPLETED

MODE : ONLINE

- ✓ RECORDED
- ✓ PRACTICAL SESSIONS
- ✓ ASSESSMENTS

ADD ONS

- › NSDC CERTIFICATION
- › INDUSTRY EXPERIENCED FACULTIES
- › 100% PLACEMENT ASSISTANCE
- › 3 INTERVIEW GUARANTEED
- › EXPERT TALK
- › SOFT SKILL TRAINING



PRACTICAL SKILLS

EXCEL FOR HR | HRMS | ATS | HR DOCUMENTATION |
HR COMMUNICATION

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