

# TAKE & MAKE TRAINING CENTRE

ISO 9001:2008 CERTIFIED INSTITUTE

TAKE TRAINING & MAKE YOUR CAREER

NEW

## CERTIFIED HR PAYROLL MANAGEMENT EXPERT (WITH E-FILING)



ONLINE **100%** OFFLINE

Practical Training Classes

DURATION NORMAL

22 WEEKS (22 CLASSES)

DURATION FAST TRACK

15 WEEKS (22 CLASSES)

AVAILABLE DAYS

THURSDAY AND WEEKENDS

MODE FACILITY

BATCH / INDIVIDUAL MODE FACILITY

PRICE - ONE TIME

Rs. 8000 /-

PRICE - INSTALMENT

Rs. 8950 /-

Rs. 3000 + 3000 + 2950

**Objective:** THIS CERTIFIED TRAINING WILL HELP YOU TO BECOME A FULL TIME HR MANAGEMENT EXPERT. IF YOU ARE LOOKING EXPERTISE YOURSELF WITH SOME PRACTICAL SCENARIO HUMAN RESOURCE EXAMPLES, THEN THIS TRAINING IS A MUST FOR YOU.



1. HR PAYROLL MANAGEMENT IN TALLY ERP \*
2. PF-ESI (NEW E-FILING PART INCLUDED) \*
3. PROFESSIONAL TAX \*
4. GRATUITY ACT & BONUS ACT\*
5. BASIC TO ADVANCE EXCEL WITH VLOOKUP, PIVOT TABLE, MACRO ETC.\*
6. ADVANCE EXCEL MIS REPORTING WITH DATA ANALYTICS\*

\* 2 + 9 + 2 + 1 + 4 + 4 = 22 Classes



\*\* If you are looking for short term or topic specific training, then please, refer to other HR related Prospectus or Call at 9831752505.

