

2018

FUTUREZEN CONSULTANTS

Concept to Commissioning & Commercial Operations

Web: www.futurezen.org

Enquiry: venkatesh@futurezen.org

Call: [+91 8500 970 470](tel:+918500970470)

Meet: [Hyderabad, India](#)

GREEN FIELD HR (HUMAN RESOURCE) CONSULTING

Future Zen Consultants believe that any business can achieve its short term and long term targets by virtue of right people by implementing strong processes and systems to manage them.

As a Consultant our main aim is to focus on suggesting and implementing strong HR system and policies in client's business to manage their skilled and talented employees. Our consulting also involves Industrial Relations (IR) and the Concerned Legal provisions.



Activities covered under HR Consulting by us are:

- Setup of HR Operations for Green Field Projects
- Revamp of HR Operations for Brown Field Projects
- HR Strategy (Corporate/ Factory Level)
- Design and Implementation of Organization Structure & Hierarchy
- HR Road Map
- Employee Handbook (Design, Formulation, Implementation and Control of Organization Policies & Procedures)
- Employee Induction Manual



- CTC Design and Structuring (In Compliances with Legal provisions)
- Compensation & Benefits
- Payroll and salary administration (In Compliances with Legal provisions)
- PMS (Performance Management System)
- 360° Appraisal Policy & graphical analysis department wise

- Develop recruitment and Talent Acquisition plan to identify prospective candidates using variety of channels
- Job Requirements Mapping (Job Creation/ Job Evaluation/ Job Analysis/ Job Description/ Job Specifications)
- Criterion based Interview Evaluation (45 Parameters)
- Recruitment tracker (Screening applications, interview evaluation of potential candidates)
- Interview Evaluation & Detailed Profile Summary of shortlisted candidates
- Maintain candidate database and Updated recruitment data in ERP
- Monthly/ Quarterly MIS reports of recruitment process (Recruitment Tracker vis a vis Department Level)
- Salary benchmarking (Salary Scale v/s Job Descriptions v/s Departments)
- Salary and Bonus Planning of all the eligible employees

- Training and Development Module
- Conduct training needs Assessment/ Program/ Evaluation
- Design Annual training calendar plan (Department and Candidate wise)
- Managing and coordinating training plans

- Application for HR functions Tracking
- Tie-ups with Recruitment Consultants
- Design and Implementation of In-house ERP Software (HR Module)

2018

FUTUREZEN CONSULTANTS

Concept to Commissioning & Commercial Operations

Web: www.futurezen.org

Enquiry: venkatesh@futurezen.org

Call: [+91 8500 970 470](tel:+918500970470)

Meet: [Hyderabad, India](#)