

SMART HR SOLUTIONS

B-24, Sardarshan Society, B/h Air Force Station,
Makarapura, Vadodara-14. Mobile: 9099571643.
Email: smarthr@rocketmail.com

Date: 27th October, 2020

CERTIFICATE

To whomsoever it may concern,

This is to certify that Ms. Payal Panchal a student of MSW HR from Department of Social Work, Sardar Patel University, Vallabh Vidhyanagar has done volunteer offline fieldwork at Smart HR solutions a manpower and recruitment firm.

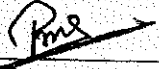
The work extended from 19-09-2020 to 26-10-2020.

During this period, Ms. Payal Panchal was involved in various activities and successfully has completed the activities and get learnings of:

- 1) Time keeping of employees.
- 2) UAN and ESIC number and ECR generation.
- 3) PF and ESIC Calculation while making wage register and wage sheet.
- 4) Calculation of Overtime and CTC using Vlookup.
- 5) Payroll using Brio Soft software.
- 6) Calculation of Bonus, Bonus compilation with the help of Pivot table.
- 7) Process of Professional Tax calculation and payment.
- 8) The Shops and Establishment Certificate.
- 9) Standing Order's Act and The Industrial Dispute Act.
- 10) Involved in making Application Form, Appointment Letter, Experience Letter.
- 11) Involved in process of recruitment and interview scheduling.
- 12) MIS (Management Information system)
- 13) Learned about the following listed forms:
 - a) Form 19- EPF Withdrawal.
 - b) Form 13-EPF Transfer.
 - c) Form 31- PF withdrawals.
 - d) Form 2- PF nomination.
 - e) Form 5 and 10- Changes in DOJ and DOL of employees in PF.
 - f) Form 10C- Pension Withdrawal.
 - g) Form 1- Employer's Registration Form
 - h) Form 5- Return of tax payable.
 - i) Form C- Bonus register.
 - j) Form D- Annual return paid.
 - k) Form 17- Wage register "rule 78"
 - l) Form ER-1 and Form XXIV.

On behalf of Smart HR Solutions, Myself Prithviraj Solanki I would like to acknowledge the sincerity and commitment that Ms. Payal Panchal brought to her work at the Centre.

Best wishes for her future development and success.


Mr. Prithviraj Solanki, (Proprietor)

Smart HR Solutions.