

HR TRAINING



BECOME THE
HR PROFESSIONAL

COMPANIES ARE
LOOKING FOR!



HR UNLOCKED 2025



PROPOSAL BY:
MD NAYAB ZAFAR

Hello Everyone!

Setting the standard in HR Skill development

→ **Meet the Founder – Nayab Zafar**
Gold Medalist | HR Expert | Corporate Mentor

Nayab Zafar, the founder of Aaizen Consultants, is a Gold Medalist with 98% in his Master's in HR and holds over 13 years of solid HR experience. He has led HR teams at organizations like Zeelab Pharmacy, HiTech Group, and L& Tech infotech.

His hands-on expertise in talent acquisition, payroll, employee relations, compliance, and performance management forms the foundation of all training at Aaizen Consultants. With a passion for mentorship, he aims to equip aspiring HR professionals with the skills, confidence, and direction to build a strong career in HR.



At Aaizen Consultants, we specialize in grooming the next generation of HR professionals. Whether you're a fresh graduate, MBA student, or someone looking to transition into Human Resources, we provide the tools, training, and industry insights needed to thrive in the corporate HR domain.

➔ **Introduction**



Introduction to The HR Course

Our HR course is designed to equip you with practical, job-ready skills for a successful career in Human Resources. From understanding core HR functions to mastering recruitment tools, payroll systems, compliance basics, and employee engagement strategies — this course covers it all. Whether you're a fresher or switching careers, our hands-on approach ensures you gain the confidence and competence to step into any HR role with ease.

→ **Is This Course for You? Let's Find Out!**

- ✦ Are you a Final Year Student (Graduation/MBA) exploring career options?
 - ✦ A Fresh Graduate eager to land your first job?
 - ✦ Planning a career switch into the booming HR field?
 - ✦ A homemaker ready to restart your professional journey?
 - ✦ A job seeker aiming for HR or recruitment roles?
- 👉 **If you agree to any of these – this course is made for YOU!**



Our Vision



**Bridge gap between education and
employment in HR domain**



Proper guidance
Right knowledge
Right tools
Right support

→ **Our Services**

- Crash Courses in Core HR & Recruitment
- Resume Building & LinkedIn Profile Optimization
- Mock Interviews & Interview Preparation
- Job Referrals and Placement Support
- Real-time Project Exposure
- One-on-One Mentorship



Course Value & Certification

- ✓ 100% Practical Learning: Real-time tools, templates & industry case studies
- ✓ Live Sessions & Mentorship: Directly from HR experts with 10+ years of experience
- ✓ Interview Prep & Resume Support: Build your confidence and visibility
- ✓ Lifetime Access to Materials & Guidance
- ✓ Recognized Certification: Receive an industry-valued certificate on successful completion – a great addition to your resume and LinkedIn profile!

→ **Our Training module**

01



- ◆ HR Documentation & Policy Drafting
- ◆ Payroll, CTC, PF, ESI & Gratuity Basics
- ◆ Job Portals Mastery – Naukri, LinkedIn, Indeed.
- ◆ Recruitment & Selection Process – End-to-End Hiring
- ◆ Attendance, Leave & Exit Management
- ◆ HR Compliance Essentials & Labor Laws

- ◆ Job Analysis & Manpower Planning
- ◆ Resume Screening & JD Matching Techniques
- ◆ Employee Onboarding & Induction Programs
- ◆ Performance Appraisal Systems
- ◆ Employee Engagement & Retention Strategies

02



03



- ◆ Exit Interviews & Full & Final Settlements
- ◆ Drafting HR Letters – Offer, Experience, Relieving, Warning Letters
- ◆ Handling Grievances & Disciplinary Actions
- ◆ Basics of HRMS (Human Resource Management System)
- ◆ Designing Organizational Structures
- ◆ POSH (Prevention of Sexual Harassment) Compliance

Career Enhancement & Placement Skills

01

Soft Skills &
Professional
Communication

02

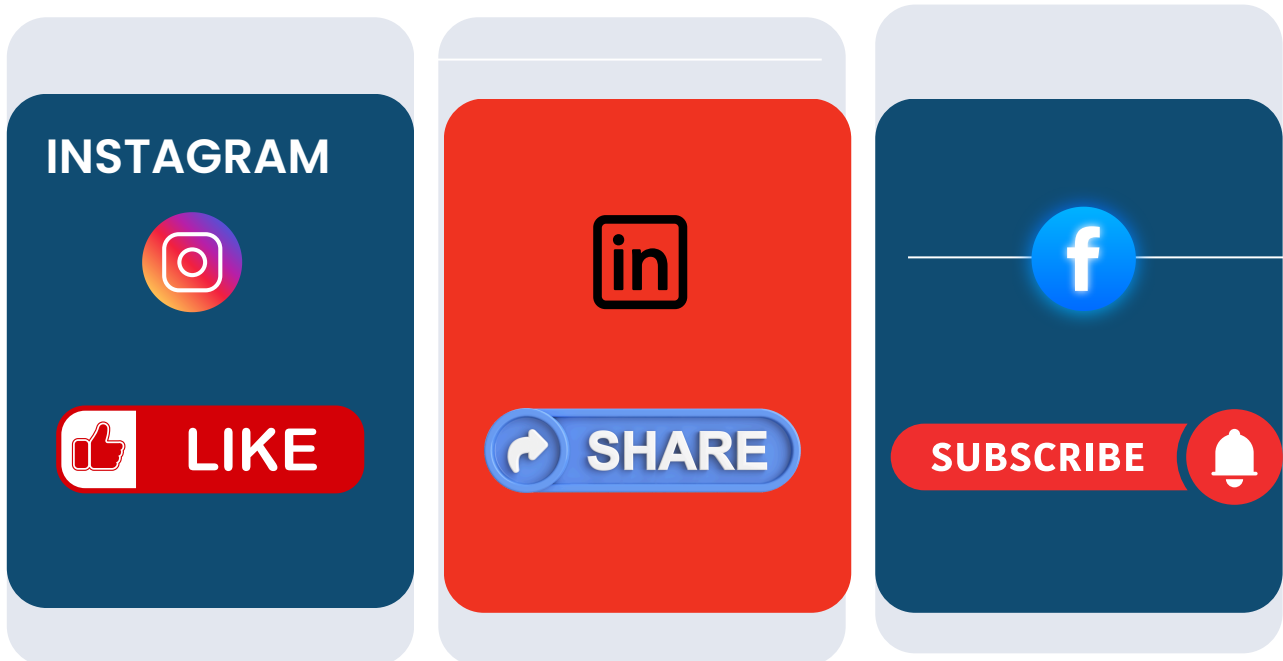
Mock Interviews &
Resume Building
Guidance

03

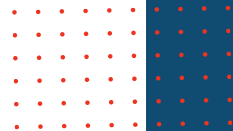
Live Projects & Real-
Time HR Tools
Exposure



Connect with us !!



***Stay updated with tips, job alerts, and training insights.
Follow us on our social platforms:***



**LET'S START YOUR HR
CAREER**

*Thank
You*



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For more clarification

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