

Report on Final Campus Placement for Ratnam Enterprise on 21st March, 2022



Quick Details

Employer	Ratnam Enterprise
Date of Interview	21st March, 2022
Designation Offered	HR Executive
Maximum Earning Potential	INR 1,80,000 p.a.
Interview conducted by	Ms. Purvi Patel (Manager – HR)
No. of students Appeared	9
No. of Students Selected	1



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Company Overview

Ratnam Enterprise is a Management partner of Titan Co. Ltd., having 4 Tanishq, 1 Caratlane, 2 Eye wear Stores across Gujarat.

Job Profile

Offered Designation: HR – Executive

Roles and Responsibilities:

1. To complete Joining Formalities of newly joined employees
2. New Employee Enrolment in PF/ESIC/ Gratuity/HRMS portal
3. Timely process for Mediclaim, GPA(Group Personal Accident Insurance), Fidelity insurance as and when required (New employee + Renewal)
4. Co-ordination with different recruitment agencies & line up for the interviews
5. Process for Uniform, Name Badge, I-cards, shoes
6. Coordination for Training & Development/PMS
7. To align with Admin for events/employee engagement activities
8. To align in proper Exit Process
9. Issuance of employee related docs i.e. Offer Letter, Appointment Letter, PIP
10. Look after day to day HR operations if required
11. To look after some admin activities whenever required

Location: Surat

📍 M.T.B. College Campus, Nr. Adarsh Society, Athwalines, Surat-395001, Gujarat, India.

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