



**MobiWeb**  
**INFOCENTER**



# MANAGING HUMAN CAPITAL

with Online HRM



**"HUMAN RESOURCES ARE LIKE NATURAL RESOURCES; THEY'RE OFTEN BURIED DEEP. YOU HAVE TO GO LOOKING FOR THEM, THEY'RE NOT JUST LYING AROUND ON THE SURFACE. YOU HAVE TO CREATE THE CIRCUMSTANCES WHERE THEY SHOW THEMSELVES."**

**- KEN ROBINSON**



## **COURSE OBJECTIVES**

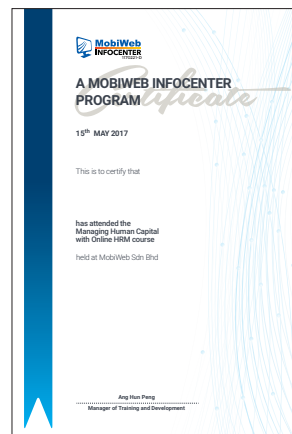
- Our employees are the most important asset to the company. Managing human capital is increasing getting difficult when the company grow with more employees. The daily mundane task of capturing attendance, leave entitlement calculation and leave management, claims processing and finally computing their payroll on a monthly basis.
- With the latest technology, we can help you reduce the cost while saving you more time to focus on your core business.

### **Course Pre-Requisites**

Participants should be familiar with some method of managing employee processes. Participants should have some prior knowledge of using Human Resource Information System or Human Resource Management System.

### **Training Methodology**

Instructor led, group-paced, classroom-delivery learning model with interactive videos.



Participants will receive a Certificate of Attendance;

### **By the end of the course, participants should be able to:**

- Have a better understanding of the industrial processes and best practices of e-Leave and e-Claims that have been used by the larger companies and how to mimic the same processes to improve by the SME community.
- Familiarize themselves on the Attendance, why the employees need to follow set rules and how all this rules affect the end result when the Payroll is being computed at the end of the month.
- A clearer view why their salary is computed in that fashion, why certain income type affect statutory contribution and deduction that are compulsory. Type of payroll that exist beside the regular monthly salary.
- Understand the Employment Act 1955 especially towards leave entitlement of hospitalization and medical leave, maternity leave and annual leave calculations.
- The types of compulsory deductions like KWSP, Perkeso, LHDN and Zakat.
- Fully experience a Software as a Service with many features of Calendar View, Interactive Reporting, fully integrated modules of e-Leave, e-Claims, Attendance and Payroll, systems upgrade, updates, hardware maintenance without any software downtime.

# DURATION

*1 day (9am - 5pm)*

# TARGET GROUP

- SME Business Owners
- Human Resource Managers, Admin Managers
- Administrative executive
- Payroll executive

# TARGETED INDUSTRY

This course is designed to provide a general overview for:

- Logistics industry
- Automotive industry
- Construction industry
- Insurance industry
- Technology industry
- Entertainment industry
- Healthcare industry
- Media industry
- Property industry
- Retail industry
- Banking industry
- Software industry
- Food & Beverage industry
- Recruitment industry
- Call Center industry



## About MobiWeb Infocenter:

MobiWeb was established in 2007 as a leading developer in Telecommunication softwares and hardwares, delivering enterprise class business solutions at a small business level. The aim is to provide a one-stop online business solution to various businesses in Malaysia whilst helping to reduce operational costs, thus allowing for better productivity and healthy competition. MobiWeb has expanded rapidly in the past years in various sectors like in human resource management, inventory management, customer relationship management and Point-of-Sale (POS) related softwares along with programmed and bulk SMS services.

MobiWeb has gained tremendous support and recognition from small and medium enterprises to MNC's throughout the years. We are proud to announce yet another milestone in the form of our MobiWeb Infocenter, was officially set up at the end of December 2015. We believe it brings us a step closer to becoming a complete business solution provider.

We invite you to gain a deeper understanding on how our software can help your business thrive in the long run. As we ourselves understand that setting up a business is never an easy process, we aim to help improve your overall business performance through our training courses and encourage you to gain more knowledge on our Corporate Cost Saving Technology to improve and enhance your productivity.



## UPCOMING COURSES

- MANAGING SMALL BUSINESS WITH GST FOR ENTREPRENEURS \*\*
- INTRODUCTION TO CORPORATE TELECOMMUNICATIONS \*\*
- PRACTICAL LIBREOFFICE AS A MICROSOFT OFFICE ALTERNATIVE\*\*
- LIBREOFFICE WRITER AS MICROSOFT WORD ALTERNATIVE \*\*
- TELEPHONE ENGLISH \*\*
- MANAGING CUSTOMERS WITH CRM & TARGETED MARKETING \*\*
- BUSINESS PLAN DEVELOPMENT
- EFFICIENT HR MANAGEMENT
- STARTING UP & MANAGING A SUCCESSFUL BUSINESS

## CONTACT US

**Web ASP Sdn Bhd (832475-W)**  
**MobiWeb Infocenter (1170221-D)**

B-2-7, Block B, Kuchai Exchange,  
Jalan Kuchai Maju 13, Kuchai Lama 58200,  
Kuala Lumpur, Malaysia  
T: 603-7980 1388  
F: 603-7980 2388

No. 737-5-12, Sri Nibong Complex,  
11900 Pulau Pinang

**Malaysia Toll Free 1800 87 7061**

