

WELCOME

To

***Mickeyfone Technologies
India Pvt. Ltd.***

India

■ Introduction:

Mickeyfone Technologies India Pvt. Ltd. is a Chinese Oriented company in India (initiative of make in India plan of Prime minister Sh. Narendra Modi).

Company is headed by Mr. Charli & Mr. Mi who are the Director and have around 20 years experience in mobile industry.

Company has got a plan to manufacture 200,000 mobile fone in a month and future plans are to increase this around 500,000 mobile fone per month.

Company future plans are to manufacture in house Mobile battery, Charger, USB & data cable.

- At present companies strength is around 500 people (Directly/Indirectly) and have a plan to enhance its strength to around 3000 employees in future.
- We have one of the best latest & modern manufacturing technologies in comparison to other mobile companies.
- We have a very good technical & expertise background manpower.
- The company believes in a very healthy work environment.
- Our valuable clients are (I-Ball, Spice, Intex, Gionee, Etc.)

Key Positions- Dept Heads

INDIA

Managing Director: Mr. Ken Chen & Mr. Shailendra Jha

Finance Director: Ms. Wendy & Mr. Amit Pradhan

National Sales Manager: Mr. Atish Mourya

Manufacturing Head: Mr. Manoj Gupta

Supply Chain Head: Mr. Sandeep Dubey

Engineering Head: Mr. Libo

Quality Head: Mr. Chenny

- “Company’s name” treats all its employees with honesty and respect, identifying each employee as an individual.
- It is our belief that an open and honest relationship among employees and managers is the most productive and efficient manner in which to handle professional relations.
- We also pride ourselves in continuing to employ a professional atmosphere in which we are responsive of our employees need and concerns.

- Salaries is normally made on the 30th of each calendar month. Salaries will be auto-paid into the designated bank accounts of employees through HDFC bank.
 - Salary comprises Basic Pay, HRA, Conveyance, City Compensatory Allowances/Incentive.
 - Medical Insurance Coverage & Personal Accident coverage of 2,00,000 & 6,00,000 respectively.
 - Leave:
 - Annual Leaves - 15
 - Sick Leave - 7
 - Casual Leave-8
 - Public Holiday - 14
- The employee shall fill up a leave application form authorised by his/her immediate supervisor & Department Head five working days before proceeding on Leave.

- **Provident Fund:**

Every Employee shall contribute 12% of his/her gross salary and the Company shall contribute for each Employee an amount equivalent to 13.61% of the salary towards the Employees Provident Fund.

- **Employee State Insurance:**

Every Employee shall contribute 1.75% of his/her gross salary and the Company shall contribute for each Employee an amount equivalent to 4.75% of the salary towards the Employees state insurance.

- **Gratuity:**

Gratuity will be paid in accordance with Payment of Gratuity Act, 1972. An Employee who has been in continuous dedicated and satisfactory service for not less than 5 years shall be eligible for gratuity, which shall be computed as follows:-

- Basic Salary /26 *15* No. of years of service

- Basic Salary above means the last drawn salary.

- **Training**

- The Company believes individual talents of its staff and the development of a strong sense of teamwork are core factors for business success.
- An analysis of each individual's training and development needs will take place each year following the performance review and an individual competency development plan will be developed subject to management's approval.

- **External Seminar & Courses:**

Employees may be nominated to attend public seminars to complement the in-house corporate training. These kinds of training are useful for upgrading the skills or knowledge required for specific job functions

- **Transfer & Mobility:**

It is the philosophy of the Mickeyfone Group that employees may progress in their careers through transfer or mobility across departments, companies, business divisions or geographic locations.

- **Performance Review:**

The performance review process is conducted by the end of the year. Employees will be assessed based on the objectives set for the year under the Management of Performance Potential (“MPP”) process for all executives and immediate supervisors will complete a performance evaluation form for employees

- The amount of the increment is determined by the following factors:
 - individual performance;
 - industry norm;
 - business performance of the Company; and
 - any other relevant factors, including but not limited to the need to retain and motivate employees and reasonable forecast of the business.

- **Bank A/c Details**
- **Personal Records:**
 - Job Application form
 - Passing Certificate
 - Latest Salary Slip
 - Resume
 - Experience Letter
 - Relieving Letter
 - 4 Photographs
 - New Hire Form
 - Passport & PAN card copy.

All the documents shall be submitted on the day of joining.

- **Dress Code:**

- Employee is to be dressed appropriately for the type of business. Please refer to the do's and don'ts in the employees Handbook which will be provided to you soon.

- **Office Cleanliness:**

The Company attaches considerable importance to the cleanliness of the office. Employees should keep their surroundings in best possible housekeeping and see that at the end of the working day, their workstations are left clean and tidy.

- **E- Mails**

No business mails should be sent through personal e-mail I.D's. Please refer to the I.T policy.

- **Attendance:**

Employees must put their thumb impression on the bio metric machine installed at the main gate on day to day basis each time you walk in and out of the office, in failure contact to Hr department.

▪ Office Hours:

The Company's office hours are from 9.00 a.m. to 6.00 p.m. from Monday to Saturday, except for Holidays. Certain employees will be required to work for more than 9hrs a day subject to exigencies of work. All Employees are expected to be regular and punctual in attendance. If an Employee is unable to report for work on time for any reason, he/she shall notify his/her Superior previous day or one hour prior to reporting to duty, whichever is earlier.

▪ Lunch Hours:

Employees are allowed a half hour lunch break. Lunch breaks are generally taken between the hours of 1.30pm and 2.00pm, and two tea breakes 10:00 am to 10:15 am and 3:30 pm to 3:45pm.

▪ First Aid

A first-aid kit is available at the main gate. Medication from the first-aid kit is supplied for the convenience of employees and shall be applied by employees in accordance with their own health condition and medication requirement at their own risk. The Company accepts no responsibility or liability arising from the use of the first-aid kit.

▪ Smoking

Smoking inside the office premises is strictly prohibited. The company aims to create a healthy, comfortable, and productive work environment. Therefore, the company is very careful to protect employees from second hand smoke. Look for areas, which are clearly marked for the purpose outside the office premises for smoking. It is the responsibility of all

- MICKEYFONE TECHNOLOGIES (INDIA) PRIVATE LIMITED
- Mickeyfone Technologies (india) Private Limited is a Private incorporated on 16 February 2016. It is classified as Subsidiary of Foreign Company Powerlandmobile, China, and is registered at Registrar of Companies, Kanpur.
- **Noida Plant - mickeyfone.in**
- **Mobile Manufacturing plant in Noida.**
- **Required(Male and Female both)**
- **B.Tech(Electrical,Electronics) for post of GTE on starting NTH of 12000 for first 6 months. After 6 months salary reviewed and PF deduction starts.**
Job Profile: On production line, in assembly line, soldering line, etc.
- **Polytechnic (Electrical, Electronic) for post of DTE.**
In packaging.
Salary: 10000

ALL THE BEST

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