**JAVED KHAN**

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**PROFESSIONAL SUMMARY**

Dynamic and results-driven HR Generalist with **12+ years’ experience** in HR operations, talent acquisition, payroll, statutory compliance, and employee engagement across telecom, e-commerce, and automobile sectors. Proven track record of improving retention, streamlining HR processes, and driving strategic workforce initiatives. Adept at bridging management and employees to foster a high-performance culture and ensure 100% compliance with labor laws.

**CORE COMPETENCIES**

**Talent Acquisition & Onboarding | HR Policies & Compliance | Payroll & Benefits Administration | Employee Engagement & Retention | Performance Management Systems | Learning & Development (L&D) | Statutory Compliance & Labor Laws | HR Analytics & MIS Reporting | Vendor & Cost Management | Exit & F&F Settlements | Organizational Development | Workforce Planning | Contract Labor Management & 3 Party Manpower Handling | Fire & safety Training’s. | Pollution Control Board | Government Liasoning | FRRO | Office General Administrations | CSR etc.**

**PROFESSIONAL EXPERIENCE**

**Zone HR Business Partner | Vivo India Rajasthan, Jaipur**

Feb 2017 – Present

* Led HR operations for a large sales & service workforce across Rajasthan, ensuring smooth payroll, compliance, and performance processes.
* Managed end-to-end recruitment for 300+ positions annually, reducing time-to-hire by 25%.
* Designed data-driven performance management system, improving productivity by 18%.
* Developed employee engagement programs, resulting in 20% higher retention.
* Ensured 100% compliance with statutory and labor laws through audits and proactive risk management.
* Partnered with leadership to execute strategic HR initiatives aligned with business goals.

**HR & Admin Executive | Koncept Automobiles Pvt. Ltd., Delhi**

May 2014 – Feb 2017

* Oversaw payroll processing, statutory compliance, and HR policy implementation.
* Coordinated workforce planning and training programs, increasing skill readiness by 30%.
* Implemented automation in HR workflows, reducing manual errors by 40%.
* Managed vendor negotiations, travel arrangements, and cost optimization for HR activities.

**HR Associate | Pepperfry.com (E-Commerce), Delhi**

Feb 2012 – May 2014

* Supported HR operations, recruitment drives, and payroll administration.
* Streamlined compliance tracking for faster audit readiness.
* Assisted in developing competency frameworks for career progression.

**KEY ACHIEVEMENTS**

* HR Excellence Award – Vivo India Rajasthan, for transformational HR practices.
* Top 10 HR Leaders of the Year (2022) – Recognized for innovative HR strategies.
* Best Employee Engagement Strategy – 3 consecutive years (2021–2023).
* Strategic Cost Optimization – Reduced HR operational costs by 15% via process improvements.

**EDUCATION**

* MBA (HR) – Dr. H.S. Gaur Central University, Sagar (M.P.), 2012
* B.A. – Dr. H.S. Gaur University, Sagar (M.P.), 2010
* Higher Secondary (XII) – Excellence School, Ajaigarh, Panna (M.P.), 2006

**IT SKILLS**

**MS Office Suite (Excel, Word, PowerPoint) | HRMS & Payroll Systems | HR Analytics Tools | Onboarding Tool**

**PERSONAL DETAILS**

Date of Birth: 1 Oct 1981

Gender: Male

Marital Status: Married

Nationality: Indian

Languages: English, Hindi, Urdu

**REFERENCES**

Available on request.