

# **CURRICULUM VITAE**

**Juned Ahmed Khan**  
**A-23, Udai Nagar, Jhotwara, Jaipur**  
**Jaipur -302012**  
**Rajasthan-India**  
**Contact No. +918559877786**  
**E-Mail-junedbkh@gmail.com**

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## **CAREER OBJECTIVE:**

To be able to contribute in the field of **Human Resources value** through skills and abilities in the organization with intellectual work and professional growth simultaneously.

## **WORK EXPERIENCE:-**

- Worked with **HR Assistant** at **Hotel Clarks Amer, Jaipur (U.P Hotels Private Limited)** – 01st March 2013 to 30th April 2015.
- Worked with **HR Assistant** at **Laxmi Niwas Palace, Bikaner (MRS Group of Hospitality)** – 01st May 2015 to 13th October 2016.
- Worked with **HR Executive (H.O.D)** at **Citrus Hotel, Jaipur (Kyriad Hotels & Resort)** 21st October 2016 to 25th June 2018.(Pre-Opening)
- Worked with **Assistant Manager -HR (H.O.D)** at **of Hariyali hotels Pvt Ltd, Kota** -26th June 2018 to 31st July 2019. (Pre-Opening)
- Working with **Administration Cum HR Head** at **Aabrosh Mines and Minerals Private Limited - Udaipur** 01st August 2019 to till Date.

## **EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS:**

<b>QUALIFICATIONS</b>	<b>UNIVERSITY/ COLLEGE</b>	<b>SPECIALIZATION</b>	<b>YEAR OF PASSING</b>	<b>RESULT</b>
MASTER OF HUMAN RESOURCE MANAGEMENT	ISBM - JAIPUR	HR/ Hotel Mgt	2017	<b>“A”</b> Grade
BHMCT (Hotel Management)	RTU KOTA	Operation	2015	<b>First</b> Division
Senior Secondary	Board of Secondary Education, Rajasthan	Arts	2011	<b>First</b> Division
Secondary	Board of Secondary Education, Rajasthan	General	2009	<b>III</b> Division

## **CURRENT JOB PROFILE :**

- **Joining Procedure** – To get all the required forms viz- Employment Application, P.F. Nomination, Gratuity Nomination, Joining report duly filled by candidate etc. Processing of Payroll & Leave Record (As per policy). Helping candidates to open Bank account, Verification of produced documents. Coordination with Medical Officer for fitness of the candidates, issuance of Employee code number and ID card. Preparing the letters of appointment, agreement/ contract of the selected candidates in addition to Induction program of new joiners.
- **Performance Appraisal** - Execution and coordination with department heads for appraisals of employees, preparing Increment & performance reward letters. Creating & maintenance of Personal file and maintenance of Employee Master Data in **IDS** Human Resource Information System.
- **Coordination with the contractors** – For hiring the contractual and casual labor, their payment of Wages. Verification of disbursement of wages of contract labor.
- **Separation Procedure** - Forwarding resignations to concerned competent authority for acceptance, to conduct exit interview, Full & Final settlement in addition to other separation formalities
- **Training & Development and Employee engagement** - Training coordination with other functional areas to make performances better with motivation and team building exercises and develop positive attitude. Make schedule and coordinate in employee engagement and development plans.
- **Planning for interviews including HR budget for recruitment**- Coordination with consultant, Walk in Interviews, Screening interview and negotiation of Salary etc. Interview Conduction: Interview Call for short listed candidates, pre Interview and pre interview formalities of the candidates, Coordination with subject specialist for second/final level of interview. Preparing letter of intent/ offer letters for the selected candidates
- **Salary and Wage administration** - Salary preparation, Oversee of P.F., ESI, Payment of Bonus, Gratuity, Payment of wages, Salary survey, Minimum Wages, Handling Apprentice Training, Submitting Periodic Returns to Board and other statutory compliance's, Leave/ Absenteeism record Management. Verification and payment advice of - job contract bills, consultant's bills. Work related to attendance and leave or absenteeism etc. Entry of present leaves. Operating the Time Office function.
- **Other Responsibilities** - Responsible for documentation and execution of transfer and deputation of employees, Coordination and follow up for any administrative issues, Correspondence with the units of group, take care of staff facilities, check on cleanliness and hygiene of lockers and cafeteria. Organize and Celebrate employees Birthday's and annual day Party at the end of Organization, Creating and Maintenance of Personal file of Employees in addition to fed Master Data in **IDS / In –Keys, ZOHO, Zing HR, Grey HR** of Human Resource Information System & Selection & Recruitment with portal, References Industrial relations Legal Statutory Liasoning, Employee Background Verification, HR Audits / Generating all HR Related reports, HR Vendor Management, Canteen management. **CSR** Activities

## **TECHNICAL KNOWLEDGE :**

Known to work with Office Automation Packages like **MS-Office, IDS, In –Keys, ZOHO, Zing HR, Canvas** and other Windows based Software.

## **STRENGTHS :**

- Quick learner
- Responsible in work environment
- Hardworking

## **PERSONAL DETAILS :**

Name	:	Mr. Juned Ahmed Khan
Father's Name	:	Mr. Irfan Ahmed Khan
Date of Birth	:	12/11/1993
Marital Status	:	Unmarried
Blood Group	:	B Positive

**References: - AVAILABLE ON REQUEST**

Juned Ahmed Khan