



Chinmay Pathak

With over 11 years of experience in Human Resources, I bring a well-rounded skill set in HR Business Partnering, HR Operations, Background Verification (BGV), Payroll management, and team leadership. Throughout my career, I have focused on aligning HR practices with business objectives, optimizing operational efficiency, driving employee engagement, and leading teams through organizational change. My approach combines strategic HR leadership with operational excellence, always with a focus on driving business outcomes, improving employee satisfaction, and ensuring compliance. I am recognized for my ability to lead teams, manage complex HR functions, and navigate change effectively while driving performance and fostering a positive organizational culture.

CONTACT



Pune, 411021



(+91) 8262016959



chinmaypathak18@gmail.com

SKILLS

- HR Business Partnering
- HR Operations
- Background Verification
- Payroll
- BGV end to end process
- Team Leadership
- Employee Engagement & Retention
- Performance & Talent Management
- Change Management
- HRBP
- Employee Wellness
- Compliance
- Leadership
- Management
- Strategies Benefits
- Administration
- Organizational Development
- Employee Grievances
- Policy planning
- Change management

LANGUAGES

English:

Hindi:

Marathi:

EXPERIENCE

Senior Executive - Human Resources

New Vision Softcom Consultancy

- Spearheading end-to-end monthly payroll for 500+ employees, ensuring compliance with company policies and statutory regulations, and delivering accurate reports to finance
- Managing attendance and leave records weekly, ensuring precision and timely updates to the payroll system
- Coordinating additional payments for expense and certification reimbursements, maintaining accurate records for timely processing
- Implementing process improvements in payroll operations, enhancing efficiency and accuracy
- Leading employee engagement initiatives, organizing events, and addressing grievances to maintain a positive work environment
- Collaborating with cross-functional teams to streamline HR processes and enhance organizational effectiveness
- Supporting the Regional Manager through performance review process and succession plan
- Interfacing with Management and Heads of Depts
- For devising and implementing HR policies & procedures in-line with core organizational vision & objectives
- Sharing information with other processes and ensured consistent application of policies, procedures and practices across the company
- Preparing salary structure and Offer Letter of the selected candidates after approval from the Business Head

Lead Human Resources

Integrative Systems

- Develop and implement HR policies
- Streamline job descriptions, systems, and procedures for HR operations
- Collect, calculate, and update payroll data
- Boost morale through Rewards & Recognition (RNR), Learning & Development (L&D)
- Conduct quarterly employee satisfaction surveys and organize events
- Establish effective grievance handling systems
- Manage the recruitment life-cycle, including onboarding, induction, and policy implementation
- Ensure compliance with ISO, SEDEX, and BRC standards
- Maintain employee personal and professional information in the database
- Oversee the exit process (exit interviews, knowledge transfer, exit checklist)

HR Executive

Scalekraft advertising and communications - Pune

- 06/2017 - 03/2021
- Manage benefits, employee data, leaves, time & attendance
 - Handle client relationships
 - Oversee department managers and supervisors
 - Review and approve operations employees' tasks
 - Select, train, assign, schedule, and discipline employees
 - Coordinate with recruitment consultants
 - Manage quarterly and annual appraisals from start to finish
 - Manage relationships with key operations vendors
 - Ensure all employee documentation is updated
 - Develop HR plans and policies aligned with the company's growth
 - Design and implement induction programs for new recruits
 - Coordinate with finance for payroll and employee payments
 - Handle employee final settlements during exit

Sr. HRO OFFICER

Wipro BPS

- 08/2016 - 04/2017
- Track and follow up on Form I-9 submissions
 - Handle queries from managers and employees related to I-9
 - Monitor E-Verify status and follow up as needed
 - Make corrections to employee records (e.g., location, compensation, hours, pay group)
 - Update records for promotions, demotions, and transfers
 - Use Workday to trigger updates to Payroll, Benefits, and Recruitment
 - Handle employment verification requests from third-party entities (e.g., financial institutions, employers, government agencies)
 - Process requests for employment verification from current and former employees
 - Employees update personal information via Employee Self-Service (ESS) in Workday
 - Verify documents (if required) before updating records in Workday

Personnel Executive

Aparajitha Corporate Services

- 04/2015 - 04/2016
- Conduct quarterly visits to clients for legal document verification
 - Provide guidelines for proper legal documentation
 - Apply for new Shop Act Licenses and manage amendments as required
 - Update records based on amendments from the government
 - Obtain licensing for contract labor
 - Acquire registration certification for relevant operations

HR Assistant

Chitra Infotech

- 03/2014 - 03/2015
- Create challans for compliance areas like PF, ESIC, etc
 - Provide guidance and feedback to superiors as needed
 - Maintain wage registers for contractors
 - Oversee housekeeping, office discipline, and general equipment maintenance
 - Manage the library, stationery, and record room
 - Keep records of daily bank transactions

EDUCATION

01/2014

B.B.A / B.M.S

BYK college of Commerce University of Pune

MBA/PGDM

JDC Bytco Institute of Management Studies and Research - Nashik