



OMKAR PATIL

Human Resources (HR)



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Koparkhairane, Navi Mumbai

ABOUT ME

Detail-oriented professional with experience in HR documentation, onboarding, and document verification. Proficient in MS Office tools and Tally ERP 9. Strong organizational skills with a focus on supporting administrative functions and ensuring smooth HR operations

EDUCATION

2024 - 2026

MUMBAI UNIVERSITY

Master of Management Studies

- Rajeev Gandhi College of Management Studies (RGCMS)
- Pursuing

2021 - 2023

MUMBAI UNIVERSITY

Bachelor of Commerce (BCom)

- ICL Motilal Jhunjhunwala College
- GPA: 7.20

2019 - 2020

MAHARASHTRA STATE
BOARD

HSC

- R.F.Naik College
- Percentage: 52.00%

2017 - 2018

MAHARASHTRA STATE
BOARD

SSC

- Sai Holi Faith High School
- Percentage: 55.60%

EXPERIENCE

Oct2023 - Till Date

Spire BPO Services

HR Documentation

- Managed documentation and onboarding processes for new hires.
- Handled resignation and exit formalities.
- Prepared offer letters, experience letters, and salary slips.
- Maintained employee attendance records and ensured timely updates in the HR system.
- Assisted the HR and finance teams by providing attendance and employee data for payroll processing.
- Coordinated employee engagement activities such as Fun Friday and festival events.
- Assisted in the creation and management of the Employee Relations (ER) Calendar.
- Provided administrative support as needed, including recruitment processes such as candidate sourcing, screening, and interview coordination.

July 23 - Sep23

ICCS

Documents Verification

- Conducted verification of policyholder documents.
- Reviewed identity proof documents, including Aadhaar card, PAN card, and birth certificates.
- Verified educational credentials and address proofs.

SKILLS

- MS Excel
- MS Word
- MS PowerPoint
- Tally erp 9