

Name :Milan M. Rathod
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CAREER OBJECTIVE

I want to start my career in a challenging and growth-oriented organization because of my Skills and knowledge ability used and more develop my career.

EXPERIENCE

1. CAPITALTRANSPORTCOMPANY

- **Designation:** Booking Clark
- **Experience:** 2+Years(26-1-2019to30-5-2021)
- **Role & Responsibilities:**
 - 1) Handle booking for transportation services Trucks.
 - 2) Maintain up-to-date schedules for vehicle departures and arrivals.
 - 3) Confirm the type, quantity, and specifications of raw materials to be transported.
 - 4) Coordinate with dispatch and operations teams for logistics.
 - 5) Verify necessary documents (e.g., identity proof, permits, waybills for cargo).
 - 6) Verify permits or legal documents if transporting restricted materials.
 - 7) Issue invoices and receipts.

2. VIMALENGEERINGWORKS

- **Designation:** Billing Executive
- **Experience:** 3+years(7-7-21to30-5-2024)
- **Role & Responsibilities:**
 - 1) Prepare and issue sales invoices based on delivery challans, purchase orders, or contracts.
 - 2) Ensure GST tax calculations accurate.
 - 3) Accounting Tally software to manage billing data.
 - 4) Maintain proper documentation for audits.
 - 5) Generate daily, weekly, or monthly billing reports for management.

3. BarodaHeart&ShardaSuperspecialtyHospital–Jamnagar

- **Designation:** Operation Executive (Non-Clinical Management)
- **Duration:** 01.06.2024 to Till Date
- **Role & Responsibilities:**

- 1) Oversee and coordinate the day-to-day functioning of all non-clinical departments.
- 2) Maintain all Documents according to Internal & External audit requirements.
- 3) Maintain duty rosters, leave records, and attendance of (Housekeeping, Security, Driver & Night MOD) all Supportive Staff.
- 4) Plan and arrange travel, accommodation, and transportation for senior Management (CEO, MD, Trustees, or Visiting Consultants).
- 5) Handle patient/visitor complaints and coordinate quick resolution.

EDUCATION

EXAM	BOARD/UNIVERSITY	YEAR OF PASSING	RESULT
B. Com	Saurashtra University	2020	53.23%
H.S.C.	GSHSEB	2017	68.57%
S.S.C.	GSHSEB	2015	67.33%

SKILLS

- Time Management
- Flexible
- Leadership
- Communication
- Problem-Solving
- CCC
- Tally Prime

REFERENCES

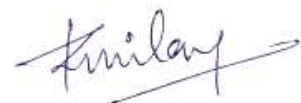
1. Mr vishal Solani
(9924545112)
Unit Head
Shaswat Cancer
Hospital-Jamnagar
2. Ms. Hasti Chandariya
(9687595736)
HR payroll -Executive
Oswal ayush super
spl hospital-Jamnagar

PERSONAL INFORMATION

- **Address** : 14, Shivam Park – 4,
Opp. Krishna Marriage
Hall, Mehul Telephone
Exchange Road,
Jamnagar – 361006.
- **Nationality** : Indian
- **Date of Birth** : 05thOctober, 1999
- **Gender** : Male
- **Marital Status** : Single
- **LanguagesKnown** : English,Hindi, Gujarati

DECLARATION

I hereby declare that all the above information Is true to the best of my knowledge.



(Milan M. Rathod)

