

RESUME

V.A.SOLANKI

Email: - mr.raojil23@gmail.com Contact

No:- (9328257215)

CARRIER OBJECTIVE

To work in a reputed hospital where I can utilize my experience, skills and dedication to provide quality service while continuously learning and contributing to the organization's growth

PERSONAL DETAILS

- **Full Name** Solanki Vinodbhai Anandbhai
- **Date of Birth** 9th Feb 1994
- **Gender** Male
- **Status** Single
- **Permanent Address** Village: Rasnal,
Ta:-Gadhada,
Dis:-Botad 364730
- **Language known** Gujarati, Hindi, English
- **Nationality** Indian

HOBBIES

- Reading
- Playing tabla

ACADEMIC DETAILS

EXAMINATION	BOARD / UNIVERSITY	PASSING YEAR	PERCENTAGE
S.S.C.	G.S.E.B.	2010	52.46%
H.S.C.	G.H.S.E.B.	2012	55.73%
B.com	Saurashtra Uni.	2015	71.61%
M.com	M.K.B. Uni.	2018	50.00%

COMPUTER SKILLS

TELLY

- COPA(Computer operator and programming Assistant.)
- MS Word
- MS Excel
- MS Power Point
- Internet & Mailing

PROFESSIONAL EXPERIENCE

1. Shantabaa Medical College & General Hospital, Amreli

Designation: Administration Clerk

Duration: March 2021 To June 2024

Key Responsibilities:

- Patient Registration & Admission Process
- Hospital Administration & Office Documentation
- Medical Record Management
- Billing & Cash Counter Support
- Data Entry & Report Preparation
- Coordination with Doctors, Nursing Staff & Patients

2. Sterling Hospital, Rajkot

Dept.: Billing Department

Designation: Billing Assistant & Cashier

Duration: 3 Months

Key Responsibilities:

- OPD/IPD Billing
- Cash & Digital Payment Handling
- Billing software Entry
- Daily Cash Reconciliation
- Patient Billing Support

DECLARATION

I hereby declare that the above mentioned information is true and correct to the best of my knowledge and belief

DATE:-

SIGN:-