

# Pankeshbhai Sarvaiya

Zanzarda Rajula Amreli  
psarvaiya7878@gmail.com  
+91 90166 31938

## Experience

### Receptionist/Billing Specialist

Samarpan Multi-Speciality Hospital • Morbi  
02/2024 - 05/2026

accurately inputting, updating, and maintaining company records, such as client contact details, visitor logs, and appointment schedules.

### Shoot X-Ray & Reporting

X-Ray Department • Morbi  
07/2022 - 09/2022

operates imaging equipment to capture internal body images.

### Billing/Customer Service

D-Mart Shivalik • Ahmedabad  
10/2021 - 04/2022

### Computer Operator

Hi-Tech Ceramic Industries • Morbi  
02/2021 - 08/2021

manages and maintains a company's computer systems, hardware, and networks.

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## Skills

Communication skills, Customer service, Computer Skills, Leadership Experience

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## Education

### Bachelor of Commerce (BCOM)

Maharaja Krishnakumarsinhji Bhavnagar University • Bhavnagar  
05/2022

- Graduated With 49.08%

### 12th

Shri Jivanlal Anandji Sanghavi High-School • Rajula  
03/2019

- Pass With 48.14%

### 10th

Shri Jivanlal Anandji Sanghavi High-School • Rajula  
07/2017

- Pass With 40.57%

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## Languages

English, Hindi, Gujarati

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**Certificates**

Hospital Receptionist Work Experience 2 Years

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