

# CURRICULUM VITAE

**RAHUL CHASIYA**

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An ambitious **Master of Commerce Student**, with the Master degree in Commerce. Strengths include Ms Office, Accounts Comfortable with working in teams, enthusiastic and a self-learner.

## **Career Objectives:**

Seeking Challenging and Growth oriented assignments in the **Legal, Auditing, Administrative & Billing** with a leading Organization.

## **Academic Qualifications:**

Degree	University/ Institute	Year of passing	Grade
Post-Graduation in Diploma Management (PGDM)	Lovely Professional University	August,2022	-
Master Of Commerce(M.COM)	Gujarat University	May,2021	A
Bachelor Of Commerce(B.COM)	Lokmanya College Of Commerce,Gujarat University	May,2019	B+
12 <sup>th</sup> Commerce	Sanskar Vidyalay, Ahmedabad	March,2016	B

## **Work Experience:**

Currently Working with Kedia & Kedia Associates (CA Firm) From November, 2022.

**Designation: Audit Assistant**

**Role & responsibility:**

## **Bank Audit:-**

- Loans Files Verification
- Bank Reconciliation Statement Verification
- Expense Voucher Verification
- Income Leakage
- Find Errors and Rectification & Maintain Data Day by day

❖ **Medusind Solution Pvt. Ltd.**(From September 2021 to October 2022)

**Department: Audit & Dental**

**Designation: Client Service Executive**

Medusind solution is US based medical billing company and providing RCM Services, Cash Management, Healthcare Solutions.

**Roles & Responsibility**

- Eligibility & Verification of Patient Appointment.
- Verified Vouchers and Bills from Provider & Insurance companies Web site.
- Find errors and follow back to client.
- Maintaining Data Sheet.

**AP SHAH & ASSOCIATES** (Advocate & Company Secretary Firm)From July 2018 to August 2021

**Designation:- Administration & Back Office Executive**

**Role & responsibility:**

**Working Above Firm With:**

- Drafting of Confidential Agreement.
- Maintain the records Confidential.
- Knowledge of Internet Browsing.
- Good knowledge about IPR in Specialization Trademark.
- Audit & Proof Reading.
- Customer Relation Management .

**Computer Knowledge:**

- Knowledge of Microsoft office (Word, Excel and Power Point and eager to explore more with MS office).
- Ms Excel – Vlookup, Basic of Excel.
- Internet Browsing.

**Areas of Interest & Hobbies:**

- Travelling, Reading, playing Sport etc.
- Interest in Auditing & Billing, Clerical Work, Taken any kind of Work.

**Personal Details:**

<b>Father's Name</b>	Natubhai Chasiya
<b>Mother's Name</b>	Kanchanben
<b>Date Of Birth</b>	24 <sup>th</sup> September 1998
<b>Languages Known</b>	English, Hindi, Gujarati.
<b>Address</b>	Rajiv Nagar Part 1, Shreyash Tekra, Satellite, Ahmedabad - 380015