

CURRICULUM VITAE

RAHIL N JIVANI

E-mail: rahiljiwani00@gmail.com

Mobile: +919054764679

Address:- 11, Valani Estate, B/h Gayatri School, Kirti-Kunj Society, Shah-e-Alam Tolnaka, Ahmedabad, Gujarat, 380028.

ACADEMIC PROFILE

YEAR	COLLEGE/UNIVERSITY	CLASS	RESULT
2016	Academy for Computer Training (GUJ.) PVT. LTD.	Diploma In Software Application	A+
2015-16	Gujarat Technological University	Mechanical Engineering	Drop Out
2014-15	G.S.E.B. (Gujarat Board)	Higher Secondary Certificate [H.S.C.]	[49 %]
2012-13	G.S.E.B. (Gujarat Board)	Secondary School Certificate [S.S.C.]	[64 %] II Class

ADDITIONAL QUALIFICATION

- Hotel Management Course from Cambay Institute Of Hotel Management.

ACTIVITIES AND AWARDS

CO-CURRICULAR ACTIVITIES:

- Active in indoor games and won many academy awards within the school.

CAREER OBJECTIVE

Ready to serve the organization for its development by working intelligently, efficiently, swiftly, and develop new skills which will benefit the organization and help me in my career growth.

PROFESSIONAL EXPERIENCE

RCM Specialist | Quality Analysis

Meditab Software India Pvt Ltd. - Ahmedabad

January 2022 – February 2023

- Worked on different types of Software's like Athena, IMS, ECW and All Script (PM)

Administration Work

MAEVA Group - South Africa

December 2019 – November 2020

Business Experience

- 2 years of Business experience in Import-Exports.

TECHNICAL SKILLS & CERTIFICATION

- Leadership quality & Technicality of every Assignment and complete the same within the deadlines.

COMPUTER KNOWLEDGE

- Operating Systems: Windows XP, Windows NT, Windows ME, Windows 2000.
- Excellent with Microsoft Office
- Typing rate of 45 wpm (words per minute)

PERSONAL INFORMATION

- **Date of Birth:** 16 July, 1997
- **Gender:** Male
- **Languages known:** English, Hindi, Gujarati.
- **Nationality:** Indian
- **Marital Status:** Unmarried
- **Leisure Interests:** Adventure, Playing, etc.

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Place:- Ahmedabad

Date:- 05/03/2023