

CURRICULUM VITAE

Rikita Shaileshbhai Solanki

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9510442010

Personal Details :-

Name : Rikita Shaileshbhai Solanki
Address : 17, Sutharvas, Opp. Radha Krishna Temple,
Vatva, Ahmedabad – 382440.
Gender : Female
Date of Birth : 24 November 2000
Marital Status : Unmarried
Language Known : Gujarati, Hindi, English
Hobbies : Listen to music & Drawing

Education Qualification :-

- I have Completed my S.S.C. With 67% from G.S.E.B. in march 2015
- I have Completed my H.S.C. With 52% from G.S.E.B. in march 2017
- Then I did Bachelor Commerce with 61% from Gujarat University in march 2020

Computer Knowledge:-

- ❖ Tally ERP 9
- ❖ M.S. Office (Microsoft Excel, MS Word, and Internet)
- ❖ CCC

Experience :-

Backoffice

Mangalam Information Technology PVT. LTD. (Oct.- 2021 to Continue)

- I am working as a Backoffice executive for the USA Medical Billing Process.
- Eligibility and Data verification of patient is my main work
- Checking the diagnoses codes and their details.
- Hands on experience with CRM

★ I have Attended 3 Month Training from TCS

Strength :-

- Honest
- Hardworking person with positive attitude
- Always deliver assigned task on work
- Smart worker

Career Objective :-

Looking for an organization where I can develop myself. Where I can grow. Where good work culture is provided. Looking for an environment where I can enhance my skills.

Declaration :-

I promise you that if I'm selected, I shall try my level best to fulfill the aim of the company. I assure you that I shall work honestly and sincerely and try to win the satisfaction of my superiors.

Date:-

Yours faithfully,
Rikita Solanki