



CHIRAG SARVAIYA

Administrative Clerk

Objective

A highly motivated, hardworking individual looking for a responsible role in a reputable organization.



+91 94282- 03909



chiragsarvaiya1233@gmail.com



At:-Kariya Ta:-Bhesan
Dis:-Junagadh

Language

- Gujarati
- English
- Hindi

Expertise

- Management Skills
- Record Keeping
- Time Management
- Manage Paperwork
- Admission
- Staff Supervision

Skill Summary

Typing 91%

Multitasking 81 %

Professional Experience

OM EDUCATION CAMPUS - JUNAGADH
Administrative Clerk - BKNMU SECTION
08-04-2022 - PRESENT

- Maintain paper records such as staff and students of B.Sc.,M.Sc.,B.B.A. & B.Com.
- Help students in filling out University Examination Form and answer their questions.
- Respond to emails and phone call in a timely and professional manner.
- Put up notice inviting students to have the exam form collected and returned in due time.

MARSHAL TRADING COMPANY - JUNAGADH
Computer Operator
05-09-2021 To 03-04-2022

- Responsible for RO Opening & Closing.
- Maintain company ERP SOFTWARE.
- Maintain workshop cash report.

THE GALAXY HOTEL - RAJKOT
Front Office Manager (Night Shift)
01-03-2021 To 01-09-2021

- Taking booking and cancellation, usually by phone, email or face-to-face and recording the information on computer & register.
- Provide information about hotel & Allocating guests their rooms and providing keys.
- Preparing room bills and ensuring prompt payment.

Education

BHAKTA KAVI NARSINH MEHTA UNIVERSITY
Bachelor of Computer Application with 78%
• Complited with DISTINCTION WITH A
2016 - 2019

BHAKTA KAVI NARSINH MEHTA UNIVERSITY
Master of Computer Application with 9.30 CGPA
• Complited with FIRST CLASS DISTINCTION.
2019 - 2021