***KANISHK KHANNA***

Email-: kanishk.khanna1991@gmail.com

Mobile-: 9953 2676 41

15/49 B, TilakNagar , New Delhi – 110018.

Skype id: kanishk.khanna1991

**Career Objective**

To create an environment of success, respect and reward with my skills & hard work in a position where i could sail through all challenges by implementing own knowledge, experience and skill.

***Professional Experience***

*2 Months of Working Experience in ALBION INFOTEL PVT.LTD*

Company - *Albion Infotel Pvt Ltd. Green park ,New Delhi*

Designation - *Spanish Language Expert*

1 yr. experience of Medical billing US healthcare process.7 Months experience of Medical Billing Health Care Process

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Company *– S.S. Nair Communications, JanakPuri , N.D* 1 yr. experience of Medical billing US healthcare process.1 yr. experience of Medical billing US healthcare process.

Designation:  *Medical Billing Executive*

4 Months Internship Program as a Video Editor

Company-: *CNEB News Channel, Noida*

*FREELANCER*

1 yr. experience of Medical billing US healthcare process.

1 yr. experience of Medical billing US healthcare process.

 *Spanish to Eng Freelance Translator, Proof reader*

* *2012-:* Translated medical 105 pages from English to Spanish for clini apps Ahemdabad.
* 2012-Present : Translating and proof reading documents for Axis transword services pvt ltd, new delhi , till now translated about 100 pages from Spanish to English and proof read of about 500 pages and handling projects in other languages also.
* 2013-Present :Working with star group of translators as a Spanish translator and handling projects in all foreign and Indian language.
* 2014-Present : Working with PAL TRANSLATION as a Spanish translator and handling projects in other foreign languages finding right resource for the right language and assigning the project to right person and making timely delivery of all the projects

VOLUNTEER

Working as Spanish to English and English to Spanish translator and proof reader for many NGO,S , Non profit organizations (NPO) like Smile mundo, child and youth finance international (CYFI).

* ***Educational Qualification***

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| --- | --- | --- |
| **Examination** | **Board / University** | **Year** |
|  **B.Com** | Delhi University | Graduate  |
| **All India Senior Secondary (10+2)** **Saraswati Bal Mandir , Hari Nagar , N.D.** | C.B.S.E. | 2009 |
| **All India Secondary (10th)** | C.B.S.E. | 2007 |
| **MASS COMMUNICATION** | DELHI UNIVERSITY | 2010 |
| **SPANISH (B1.1 + B1.2 LEVEL)** | INSTITUTO CERVANTES | 2012 |
| **SPANISH CERTIFICATE COURSE** | Bhartiya vidya Bhawan | 2011 |
| **Advanced english course** | British academy for English language | 2011 |

**COMPUTER SKILLS**

* Basic knowledge of computer including MS Office.

**EXTRA CURRICULAR ACTIVITIES**

* Listening to Music and playing Cricket.

**PERSONAL DETAILS**

* **Date of Birth:** 16th January, 1991
* **Father's Name:** Mr. Rajesh Khanna
* **Sex:** Male
* **Marital Status:** Unmarried
* **Nationality:** Indian
* **Languages Known:** English (mother tongue)

 Spanish (fluent)

 Hindi( mother tongue)

**REFRENCES**

PURUSHOTAM KUMAR( AXIS TRANSWORD SERVICES): axistransword@gmail.com

SHRI PAL SHARMA ( STARS GROUP OF TRANSLATOR): shripalsharma4@gmail.com

RUCHI JAIN (worked with me in many projects) : zoom2ruchijain@gmail.com

Prerna bhamotra(worked with me in many projects): Pbhamotra@yahoo.com

Raunak pal ( PAL TRANSLATION) : info@paltranslation.com