**SHAH KHALID**

**Personal Information:**                                                    **Postal Address**:   
**Date of Birth**:  12/03/1980                                       **Permanent address**: Tehsil and p.o tangi

District: charsadda                     
**Gender**:           Male                         Mohallah sahibzadgan tangi nasrat zai

**CNIC#**:           17102-1140371-3                              **Present address**: House #8 street #2 hussain

Chowk naseem masjid sethi town hajicamp

Peshawar (KPK) Pakistan  
**Nationality**:     Pakistani                                                   **Contact No**: 0345-9122350    
**Religion**:          Islam                                
**Martial Status**: Married                                                     
**Domicile**:         charsadda  
**Email ID:**      sahibzadakhalid@gmail.com                                               
                               

**Self-analysis**

To become an efficient employee of an International, Dynamic and Progressive organizational environment in order to enhance core competencies, where I can contribute positively and can use my academic and professional knowledge for the company’s success by taking on challenging positions. An organization which provides such opportunities would be an ideal place for me to serve and the country in general. Through my past experiences, I have come to know that I’m a Hardworking, Quick Learning, Confident, Problem Solving, Punctual, pressure absorbing person. I’m confident to say that I’m also a Reliable person and believe in Result Oriented Work. I’m able to work on my own initiatives or as part of a team. I have already proved an attitude of professionalism and dedication to work. I also have the quality of Quick adaptability to different Corporate Environments.

**Academic Qualifications**

**Division                                         Year**  
  
**B.A                  2nd                                              2001**  
  
**DIT Ist 2000**  
  
**F.sc                 2nd                                            1999**

**Metric:              2nd 1996**  
**(1) Diploma in Information Technology**

**(2) Certificate in Hardware**

**(3) Certificate in IT**

**Professional Experience**

* **RTG International – Peshawar (September 2007 to Feb 2011)**
* **(Outsourcing, Accountancy and consultancy Services Provider for Foreign Companies)**

***Job Title: English, Pashto & Urdu Translator. Transcriber***

* ***Transcribing Pashto audio data using a customized application on Linux.***
* ***Transcribing Urdu and English audio data using an online application designed by our overseas client.***
* ***Checking and correcting English, Pashto and Urdu transcription and Translation data***

**RTG International – Peshawar (September 2007 to Feb 2011)**

**(Outsourcing, Accountancy and consultancy Services Provider for Foreign Companies)**

* **Job Title: Medical Bill Review Officer**
* **Job Description:**
* Processing Medical Bills/ Health Claims of type **HCFA-1500** for US-Clients using an online Database application developed in Oracle called “**POWERTRAK**“.
* Regular QA communication to the management to assist them in identifying training needs.
* Process the DATA of Scan forms and Quality Assurance of Medical Bills/ Health Claims in Online Database.
* Course of Computer Practical Training (CCPT)
* Presentation Skills Training Course (P.S.T.C)

**Interests**

* Cricket
* Reeding
* Traveling

**Communication Skills**

* English: Excellent Speaking Skills, Excellent Writing and Understanding Skills.
* Urdu:    Excellent Writing, Reading and Speaking Skills.
* Pashto: Excellent Writing, Reading and Speaking Skills