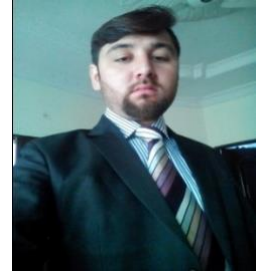


**Zahid Wali Shah** Cell: +923450665070

Email address:zahidwalishah55@gmail.com



## Career Objectives

Seeking a challenging position in a reputed, prestigious, task oriented organization which provides constant personal development & where I can explore my skills and abilities.

## Educational Qualifications

### **Matric**

*Session* 2012  
*Title of Qualification* **Metric ( Science)**  
*Grade* **First Divison**  
*Name of Institution* **Agha Khan Higher Secondary School Chitral.**

### **F.sc**

*Session* 2014  
*Title of Qualification* **F.Sc ( Pre-Medical)**  
*Grade* **A**  
*Name of Institution* **Chitral Model College Chitral**

### **BS (Hons) in Social Science -Sociology**

*Session* 2015-January, 2019  
*Title of Qualification* **BS Sociology**  
*CGPA* **3.87 out of 4**  
*Name of Institution* **International Islamic University Islamabad.**

### **Intern in HR “Hashoo Foundation”, Rawalpindi**

22 Oct,2018 to 30 january,2019



## Experiences

### **Major Responsibilities:**

- Entry of Employees Data on MIS
- Gathering Payroll Data
- Reviewing Resumes
- Scheduling and Confirming Interviews for
- Maintenance updating of Employees Files
- Data entry on MS Excel and Word
- Scanning Official Documents



*Intern at “The First Microfinance Bank HR Head Office Islamabad”.*

**Major Responsibilities:**

- Entry Of Employees data on System
- Preparing Final Settlements
- Printing of Salary Slips
- Clearing and entry of Dispatch lists



**“Account Manager “Medical Transcription & Billing Company (MTBC)**

*Bagh Kashmir.*

*8 March,2021 to 7 july,2022*

**Major Responsibilities**

- Working on Rejection and denial management
- Follow up on Account Receivable
- Charge entry and billing

**Software Worked on**

- ✓ Athena IDX
- ✓ Cerner
- ✓ Revenue Cycle & PM office



**“Billing Executive” at EservMD Billing Company Islamabad.**

*5 August, 2022 up to date*

**Major Responsibilities**

- Working on denial and Rejections.
- Follow up on Account Receivable.
- Billing and Charges.

**Software Worked on**

- ✓ CureMD
- ✓ ECW

**Computer Skill**

- MS Word
- MS Excel
- MS PowerPoint

**Languages Spoken**

- ✓ English
- ✓ Urdu
- ✓ Chitrali

**Achievements**

- *Topper of Batch S-15 in International Islamic University, Islamabad.*
- *Received laptop under Prime Minister Laptop scheme.*
- *Awarded Merit and need base scholarship during the Degree program.*
- *Talent award was given by Chitral Association for Health & Education in 2016*
- *Academic Excellence shield was given by Chitral Student Council in 2018.*

**Personal Information**

Father's Name: Zumrad Wali Shah  
Date of Birth: 01-01-1996  
C.N.I.C no.: 15202-8500462-3  
Marital Status: Single  
Religion: Islam  
Domicile: Chitral (KPK)  
Permanent Address: Khyber Pakhtunnkhwa, District Chitral (Zone 3),  
Tehsil Mastuj, Village & p.o Harchin.

