



USAMA ULLAH KHAN

DATE OF BIRTH:

05 / 04 / 2000

Gender: Male

Nationality: Pakistani

Place of birth: Bannu

Residence:

SHEIKH YASEEN TOWN, A1, STREET 3,
HOUSE #32, NASIR BAGH ROAD;
PESHAWAR.

PROFILE:

Dedicated and detail-oriented Medical Transcriptionist Assistant with extensive experience in transcription, documentation, and administrative support in medical settings. Proficient in Microsoft Office and IT skills, with a strong foundation in English linguistics, literature, and technical expertise. Committed to maintaining accuracy and confidentiality in all work-related tasks.

CONTACT:

PHONE:

03116711611 / 03339727361

WHATSAPP:

+923116711611

FACEBOOK:

[Facebook.com/shehzada.khanx](https://www.facebook.com/shehzada.khanx)

EMAIL:

Usama_apple@yahoo.com

EDUCATION AND PROFESSIONAL TRAININGS

BACHELOR OF STUDIES IN ENGLISH

UNIVERSITY OF SCIENCE AND TECHNOLOGY BANNU 2018 - 2022

Final GRADE: CGPA = 3.53

[Grand total marks 3430 out of 4300]

THESIS: Research in Stylistics using Phonological and Graphological study of Harris Khaliq's poem "She and I".

ENGLISH PROFICIENCY CERTIFICATE:

Department of English & Applied Linguistics, University of Science and Technology Bannu

1st Sept 2022 to 28 Feb 2023

DIPLOMA IN INFORMATION TECHNOLOGY BANNU

Tracks Institute of Management, Education & IT 2018 - 2022

Final Grade - "A"

MICROSOFT OFFICE SPECIALIST

Microsoft Corporation 2017 - 2018

Final Grade - "A"

CIVIL DAE [DIPLOMA ASSOCIATE ENGINEER TECHNOLOGY] (Equivalent to FA/FSC)

Govt. College of Technology Bannu Township
Khyber Pakhtunkhwa Board of Technical and Commerce Education
2015 - 2018

Final Grade - "B"

WORK EXPERIENCE

Medical Transcriptionist at IDC (Islamabad Diagnostics Center)

Joined from 01st -October-2024---Still working

Medical Transcriptionist in NWGH (Northwest Teaching Hospital).
01 Year)

Medical Transcriptionist/Assistant in RMI (Rehman Medical Institute)
(1 Year and about 4 months).

Medical Transcriptionist Assistant with over two years of experience transcribing medical reports accurately and efficiently. Proven expertise in medical documentation, collaborating with healthcare professionals, and maintaining confidentiality. Proficient in transcription software and Microsoft Office, delivering precise medical records in fast-paced settings.

SKILLS

- Technical Skills: Microsoft Office Suite (Word, Excel, PowerPoint), Information Technology
- Medical Transcription: Documentation, Audio Transcription, Editing, Proofreading
- Soft Skills: Collaboration, Problem-Solving, Adaptability, Communication, Attention to Detail
- Languages: Proficient in English & Urdu (written & spoken)