








# Mr. Khalid Shaikh

 KHALIDSHAIKH20004@GMAIL.COM  
 9769281448  
 Raheja Complex, Kalyan  
 16 Jan 2004  
 Male  
 Unmarried  
 Indian

## Education

**Bachelor of Computer Applications**  
*Sahyog College of IT And Management*  
2023 – 2026 | Thane, India

## Languages

English, Urdu

## Professional Experience

### Accounts Receivable

*GeBBS Healthcare*

Nov 2022 – Jun 2024 | Mindspace, Airoli, India

- Reached out to Insurances and customers to verify information and follow up on any issues.
- Processed calls and journal entries with efficiency and accuracy.
- Handled day-to-day Claims with high accuracy.
- Input financial data and produced reports using Excel.

## Profile

Driven and detail-oriented professional with a proven track record at GeBBS, where I excelled in managing accounts receivable, ensuring efficiency and accuracy. Leveraging excellent communication and organizational skills, I adeptly handled financial data and improved process efficiency. Known for being a quick learner and a smart worker, I consistently meet and exceed expectations.

## Skills

Quick Learner  
Adaptable  
Organized  
Time management  
Smart worker