AMANAT

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OBJECTIVE

To obtain a job in management and supervisory position and customer service that will enable me to utilize my expertise skills, knowledge and techniques in administration management and sales environment.

PROFILE

* A result oriented graduate with experience and knowledge in full cycle of administration process including financial analysis and supervising and guiding staff members. Excellent communication skills and committed to producing top quality work.
* Strong analytical and problem solving skills and pay attention to precise details.
* Proficient in accounting, Microsoft office, excel and word.
* Skilled at efficient and accurate data entry to meet assigned deadlines.
* Motivating and inspiring everyone to do their best work.
* Good verbal and written communication skills to provide professional customer service.
* Experience, knowledge and understanding of working effectively in a diverse environment.
* Ability to work under pressure.
* Reliable and dependable individual with excellent attendance records

WORK EXPERIENCE

CASHIER AT LONGOS GROCERY STORE [JANUARY 2020-FEBRUARY 2020]

GUEST EXPERIENCE LEADER [DECEMBER 2019-JANUARY 2020]

McDonalds Restaurant [Belleville, Ontario]

* Greeted customers and starting conversations
* Handled guest concern
* Assisting guests complete mobile orders

OFFICE MANAGER: [July, 2019-december2019]

Dental speciality clinic [guruharsahai, firozpur]

* Assisting doctor for various surgical and non-surgical procedures
* Maintaining the patient record
* Supervising the staff
* Explaining the patients
* Scheduling the patient appointments
* Greeted and prepared patients for treatment
* Routinely completed inventory, supply orders and restocked supplies.
* Help in lab works including dental wax-up, articulation , teeth setting and pouring diagnostic impression

SUMMARY OF SKILLS

* Graduated in dental sciences.
* Multilingual [English, Hindi, Punjabi]
* CPR/AED/First-Aid certified
* WHMIS trained
* Ontario security license
* Excellent interpersonal and leadership skills
* Expert in Microsoft Office, word, PowerPoint, excel.
* Ability to adapt to new things
* Excellent team player
* Ability to work independently with minimal supervision

EDUCATION

Dasmesh institute of research and dental sciences, faridkot, Punjab

BACHELOR OF DENTAL SURGERY [june 2014-july2018]

Paid rotary internship [ july 2018-june 2019]

Northern college at Pures, Scarborough, Ontario

HEALTHCARE MANAGEMENT [January2020-current]

AVAILABILITY

Tuesday, Thursday, Friday, Sunday

REFERENCES ARE ALWAYS AVAILABLE UPON REQUEST