

Simarjeet Kaur
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Email: Simarchahal292@gmail.com

Objective:

Detail-oriented and organized individuals seeking clerical opportunities where I can utilize my administrative skills and contribute to the efficient functioning of the organization.

EDUCATION

Diploma– Office Administration **2018** High school diploma **2015**

STATUS IN CANADA – Citizen

Relevant Skills:

- Proficient in Microsoft Office Suite (Word, Excel, Outlook)
- Excellent typing speed and accuracy
- Strong organizational and multitasking abilities
- Effective communication skills, both written and verbal
- Experience with data entry and maintaining records

Experience: Administrative Assistant (Idea immigration solutions ltd. June 2022 to October 2024)

- Provided administrative support to the office staff by managing correspondence, scheduling appointments, and organizing meetings.
- Prepared and edited documents, reports, and presentations using Microsoft Office Suite.
- Process financial transactions (deposits, bill payments) in compliance with procedures, regulations.
- Managed office supplies inventory and placed orders, when necessary, always ensuring adequate stock levels.
- Assisted with maintaining electronic and hard copy filing systems, ensuring accuracy and accessibility of documents.
- Assess customer needs and recommend tailored solutions, ensuring confidentiality
- Resolve customer concerns using standard procedures and escalate as needed
- Foster a positive, diverse, and equitable work environment through team collaboration and personal development.
- Deliver exceptional customer experiences and suggest operational improvements for excellence.

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Receptionist

College Park1, Regina, SK – September 2021 – June 2024)

- Greeting visitors, residents, and family members, directing them to the appropriate person or area.
- Respond to phone calls, take messages, and direct calls to the relevant staff members.
- Arrange and confirm appointments for residents, including doctor visits, therapy sessions, and family meetings.
- Maintain accurate and up-to-date records for residents, including admission forms, medical history, and emergency contacts.
- Sort and distribute incoming mail and packages and manage outgoing mail.
- Assist with administrative tasks such as filing, data entry, and maintaining logs of activities or incidents.
- Arrange transportation for residents to appointments or activities as needed.
- Monitor the front entrance to ensure only authorized visitors enter the premises, maintaining safety protocols.
- Assist care home staff with communication, scheduling, and other office-related tasks.

Care Aide

Reassurance Home Care, Regina, SK January 2018- September 2021

- Help clients with daily activities such as bathing, grooming, dressing, and toileting
- Assist with walking, transferring, and positioning clients to ensure comfort and prevent falls
Remind clients to take medications on time and help with medication administration if necessary.
- Prepare and serve nutritious meals according to the client's dietary needs and preferences.
Provide emotional support, companionship, and engage in activities that enhance the client's social well-being.
- Perform light housekeeping duties such as cleaning, laundry, and maintaining a safe and tidy living environment. Help clients with transportation to appointments, shopping, or social activities.
- Observe and report changes in the client's physical or mental condition, including vital signs, to healthcare professionals or family members.
- Encourage and assist with physical exercises or stretching to improve mobility and overall health.
- Keep records of daily activities, care routines, and any significant observations related to

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the client's health and well-being.

Co-Manager Food Service Denver Pizza, Regina, SK - November 2019 – OCTOBER 2023

- Creating and maintaining schedules for team
- Process cash
- Receive shipments
- Recruiting, Training, supervising and appraising staff
- Answering questions and providing information, Cleaning and keeping the restaurant Tidy and Neat

Tracks café – 1717 Elphinstone St, Regina, SK

Food counter attendant- October 2018- 2020 April

- Take customer orders accurately, either in person or through a drive through.
- Answer customer questions about menu items and make suggestions when asked.
- Handle customer complaints or direct them to the appropriate manager.
- Assemble and prepare food items, such as sandwiches, burgers, salads, or drinks.
- Ensure food is prepared according to customer specifications and restaurant standards.
- Package food items for takeout or dine-in service

Dizzy D's Diner - 510 Henderson Dr. A, Regina, SK S4N 5X2
2019 February – 2019 December

- **Chopping and slicing:** Vegetables, fruits, meats, and other ingredients.
- **Measuring and mixing:** Ingredients for recipes.
- **Marinating and seasoning:** Foods as per the chef's instructions.
- **Cleaning workstations:** Keeping the kitchen area clean and organized.
- **Washing utensils and dishes:** Ensuring all kitchen tools and cookware are sanitized.
- **Taking out trash:** Disposing of kitchen waste appropriately.

Reference:

Idea immigration solutions Ltd (manager Regina office) - Tariq Ayub- 306-201-5201

Denver Pizza (owner) Munim – 306-209-3021

Dizzy D's Diner (previous owner) Helen Hu- 306-450-2340

CERTIFICATIONS

- CPR Certificate
- Food Safety certificate
- WHMIS certificate
- First Aid certificate