

PAWANDEEP SEKHON

Registered Nurse

Address: Brampton, ON L6R 2X4

Phone: +1 437- 925 9608 - **Email:** pawansekhon2323@gmail.com

Professional Summary

Talented professional considered knowledgeable leader and dedicated problem solver. Brings valuable expertise to forward company objectives. Attentive to detail with experience in coordinating projects, programs and improvements.

Experience

Office Administrator

July 2022 to Present

Fateh Truck Driving School - Brampton

- Interacted with customers by phone, email or in-person to provide information. Applied administrative and analytical skills in overseeing day-to-day operational activities.
- Coordinated communications, financial processing, registration, recordkeeping, administrative functions.
- Developed and implemented office procedures to improve efficiency and accuracy of administrative tasks.

Mobile Lab Assistant

June 2022 to October 2022

LifeLabs - Toronto

- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
- Carried out day-day-day duties accurately and efficiently. Demonstrated respect, friendliness and willingness to help wherever needed.
- Followed outlined steps of service. Exceeded goals through effective task prioritization.

On Site Field Administrator

July 2021 to January 2022

Switch Health - Toronto Pearson Airport

- Provided clear communication to passengers regarding arrival Covid-19 test requirements.
- Organized with staff members to function properly. Proactively learned the changing rules for testing on site and administered properly.
- Adapted to workflow changes and implemented continuous process improvements to overcome obstacles.

Education

Graduate diploma : Nursing Leadership And Health Care Management, August 2022

Northern College of Applied Arts And Technology

Bachelor of Science : Nursing, September 2019

ADESH UNIVERSITY

Skills

- Multi-Tasking
- Multilingual
- Self-Starter
- Teamwork and Collaboration

Certifications

- CPR and First Aid