**NOOR**

12948 72 Ave, Surrey BC PHONE: 604-783-4024

V3W 2M9 EMAIL: NOORMONGA@GMAIL.COM

**Objective:** To secure a challenging and fulfilling full-time position where I can leverage my diverse educational background, strong interpersonal and organizational skills, and customer-service relationships expertise to contribute to the success of the organization. I am eager to apply my problem-solving abilities and practical experience in various roles to deliver exceptional results.

**EDUCATION**

**BACHELOR DIPLOMA IN NORTH AMERICAN BUSINESS MANAGEMENT Completion: December 2023**

Capilano University, North Vancouver, BC

**BACHELOR OF COMMERCE Completed: December 2021**

**CHARTERED ACCOUNTANCY (INTER)** **Completed: May 2018**

**SENIOR SECONDARY IN COMMERCE Completed: March 2016**

**SKILLS**

Problem-solving, Interpersonal skills, Organizational skills, Customer-service relationships.

**WORK EXPERIENCE**

**West Coast Medical Imaging February 2023- Present**

Medical Receptionist

* Greeting office visitors and managing patient intake.
* Answering and routing incoming calls.
* Scheduling appointments for patients.
* Filing medical records and performing other administrative duties as required.

**Amazon Inc, Vancouver, BC November 2022- January 2023**

Fulfillment Associate (Seasonal Associate)

* Receive and put away inventory.
* Get customer orders ready and pack them up.
* Use scanners to read bar codes on products.

**SICT - Talwandi Bhai, Punjab, India March 2022 - July 2022**

Office Administrator

* To recruit, guide and instruct staff.
* To prepare students’ records and resolve conflicts.
* To liaise with parents/guardians and public

**Sortie - Sirsa, Haryana, India September 2021 – January 2022**

Coordinator

* Overseeing the training procedures of teachers and other employees
* Establishing academic guidelines
* Liaising with external parties