

Tarandeep Singh

Administrative assistant with 2+ years of experience in Leadership

Surrey, BC V3V2A3

tmarahar6@gmail.com

+1 604 404 6390

Personal Details

Highest Level of Education: Bachelor's Degree

Work Experience

Patient screener

Provincial Health Services Authority (PHSA) - Vancouver, BC
November 2021 to Present

Patient Screener

Fraser Health - Surrey, BC
March 2021 to Present

Admitting Clerk

Fraser Health - Surrey, BC
January 2021 to Present

Customer Service Representative

Surrey Memorial Hospital - Surrey, BC
October 2020 to Present

Customer service Representative and patient screener

Security Officer

Paladin Security - Surrey, BC
September 2020 to Present

Access controller in SMH

Screening Officer

Paladin Security
June 2020 to Present

Screening visitors patients in SMH

Team Lead Manager

Goodfood - Surrey, BC
May 2017 to September 2021

MultimediaJournalist

CBC/Radio-Canada - Vancouver, BC

August 2019 to June 2021

Journalist, auditor, communication manager

Marketing Manager

Marahar's Farm - Chandigarh, Chandigarh

September 2016 to October 2020

Safety Coordinator

Amazon.com - New Westminster, BC

June 2019 to June 2020

Provide a safe environment for workers to work,

Control the traffic of order pickers

Educational speaker

KPU - Surrey, BC

June 2018 to June 2020

Ambassador

Amazon.com - New Westminster, BC

March 2018 to June 2020

Trainer, in amazon,

Provide safety instructions to beginners,

Certified, order picker

Education

Bachelor's Degree in Science, Arts

Vancouver community college (VCC) - Vancouver, BC

June 2018 to August 2021

Secondary School in Science

Arya school - Dhuri, Punjab

March 2016 to 2017

Skills

- audits
- Safety
- Outlook
- Security
- Public Speaking
- Risk Management
- Workers' Compensation
- SAP
- Employee Orientation

- Human Resources
- Emergency Management
- Project Management
- Strategic Planning
- Change Management
- Program Management
- Computer Networking
- Process Improvement

Languages

- English - Fluent
- French - Fluent
- Punjabi - Fluent
- Japanese - Intermediate

Certifications and Licenses

Content writer

August 2016 to Present

Reader expert

May 2019 to Present

Creative writer

February 2020 to Present

Journalist

August 2020 to Present