

GURJIT KAUR

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WORK EXPERIENCE

Wildrose Coating Limited- Canada

April 2024- May 2025

Painter

- Prepared and primed surfaces for painting.
- Applied paint using brushes, rollers, and spray tools.
- Mixed colors and matched finishes as required.
- Maintained tools and ensured a clean work area.
- Followed safety and quality standards on all jobs.

Wireless World/ Foneshop - Canada

Sep 2022- May 2025

Sales Representative

- Greeted and assisted customers, providing tailored solutions to meet their needs.
- Handled payments securely and maintained customer confidentiality.
- Resolved inquiries efficiently to ensure customer satisfaction.
- Updated promotional displays and ensured store was well-stocked and organized.
- Supported management with additional tasks and daily store operations.

Yk Freightways- Canada

April 2022 - August 2022

Office Admin Assistant

- Greeted patients and managed front desk operations with professionalism.
- Scheduled appointments, follow-ups, and handled reminder calls.
- Maintained patient records and processed referrals accurately.
- Assisted healthcare providers with administrative and minor clinical tasks.
- Handled confidential payments and ensured a clean, organized reception area.

Forest Lane medical Clinic- Canada

Jan 2022 - March 2023

Medical Office Assistant

- Greeted patients and managed front desk operations with professionalism.
- Scheduled appointments, follow-ups, and handled reminder calls.
- Maintained patient records and processed referrals accurately.
- Assisted healthcare providers with administrative and minor clinical tasks.
- Handled confidential payments and ensured a clean, organized reception area.

EDUCATION

Milestone College ,Brossard, Montreal,	November 2021
<ul style="list-style-type: none">• Computing Support Diploma	
Guru Nanak Dev University, Amritsar, India	May 2019
<ul style="list-style-type: none">• Masters of Information Technology	
Guru Nanak Dev University, Amritsar, India	May 2016
<ul style="list-style-type: none">• Bachelor of Information Technology	

KEY SKILLS

- Excellent customer service and communication skills
- Strong administrative and scheduling abilities
- Proficient in Microsoft Office and basic IT troubleshooting
- Experienced in secure payment and POS system handling
- Skilled in data entry and maintaining confidential records
- Ability to multitask in fast-paced environments
- Basic knowledge of medical office procedures and referrals
- Detail-oriented with strong organizational skills
- Collaborative team player with a professional attitude
- Quick learner with adaptable problem-solving skills

ADDITIONAL INFORMATION

Languages: English, Hindi, Punjabi