

Diksha

Mississauga, ON, Canada | Phone: 437-873-2626 | Email: d2626000@gmail.com

Professional Summary

Detail-oriented Office Administrator with Canadian experience supporting healthcare and administrative operations. Highly organized, tech-savvy, and well-suited for roles involving scheduling, documentation, data entry, and client communication. Proven ability to work independently, manage time effectively, and maintain confidentiality.

Core Skills

- Remote Administrative Support & Virtual Coordination
- Appointment Scheduling & Calendar Management
- Data Entry, Documentation & Records Management
- Fast & Accurate Typing (55–70 WPM)
- Client / Patient Communication (Phone & Email)
- MS Office: Word, Excel, Outlook, PowerPoint
- Time Management, Accuracy & Multitasking
- Confidentiality & Compliance Awareness

Professional Experience

Administrative Assistant / Office Administrator — WELL Health Medical Centers, Mississauga, ON

September 2024 – Present

- Manage appointment scheduling, calendars, and daily administrative tasks
- Maintain digital records and documentation with strict confidentiality
- Perform high-volume data entry with strong typing speed and accuracy
- Prepare reports, correspondence, and data entries efficiently
- Communicate with clients, providers, and internal teams via phone and email
- Support invoicing, file organization, and general administrative workflows

Education

Diploma in Office Administration – Health Services
Sheridan College, Mississauga, ON (2025)

Additional Information

Authorized to work in Canada | Languages: English, Hindi, Punjabi