

**NAVDEEP KAUR**

Phone: 647-710-4381

Email: navdeepmangat74@gmail.com

**PROFESSIONAL SUMMARY**

Detail-oriented Medical Office Administration graduate with hands-on experience in clinical support and strong background in accounting and administrative operations. Skilled in patient scheduling, EMR systems, medical billing, and front desk management. Proven ability to maintain accuracy, ensure confidentiality, and deliver excellent patient service in fast-paced healthcare environments.

**CORE SKILLS**

Patient Scheduling & Appointment Coordination

Medical Billing & Insurance Processing

Electronic Medical Records (Accuro EMR)

Patient Intake & Documentation

Accounts Payable & Accounts Receivable

Customer Service & Communication

Medical Terminology

Data Entry & Record Management

Confidentiality & Privacy Compliance

Time Management & Multitasking

**TECHNICAL SKILLS**

Accuro EMR, QuickBooks, Sage 50, TransPlus, Microsoft Office

**EDUCATION**

Medical Office Administration Diploma

A1 Global College of Business and Health

April 2025 – March 2026

**CERTIFICATIONS**

Medical Office Administration

Personal Support Worker (PSW)

**CLINICAL EXPERIENCE**

Medical Office Assistant Intern

Vital Urgent Care

Managed patient scheduling and front desk operations

Maintained patient records using EMR

Handled phone inquiries professionally

**PROFESSIONAL EXPERIENCE**

Accounts Receivable & Accounts Payable

Trans99 Logistics (Feb 2021 – March 2025)

Processed invoices, reconciled accounts, maintained records

Home Caregiver

Private Client (May 2017 – Jan 2021)

Assisted with daily living and patient care

**REFERENCES**

Dr. Gopal Sran

Vital Urgent Care

Phone: (905) 257-6712