

## **Karanjot Kaur**

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### **Objective:**

Motivated and detail-oriented Office Administration – Health Services graduate from St. Clair College, Brampton. Skilled in maintaining patient records, coordinating appointments, and supporting healthcare professionals in fast-paced environments. Known for strong communication, multitasking, and organisational abilities. Dedicated to providing excellent administrative support and ensuring smooth daily operations in medical and health service settings.

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### **Key Skills**

- Medical Office Procedures & Administration
  - Electronic Medical Records (EMR/EHR)
  - Appointment Scheduling & Patient Coordination
  - Health Information Management
  - Confidentiality & Privacy (PHIPA/HIPAA)
  - Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
  - Professional Communication & Team Collaboration
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### **Education**

#### **Diploma in Office Administration – Health Services**

*St. Clair College, Brampton, ON*

**Graduated:** 2024

#### **Relevant Coursework:**

Medical Terminology • Health Office Procedures • Medical Billing • Anatomy & Physiology  
• Record Management • Computer Applications

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### **Administrative Volunteer**

*William Osler Health System – Brampton, ON*

**Jan 2024 – Apr 2024**

- Assisted patients and visitors at the front desk with directions and check-ins.
- Supported office staff in filing, data entry, and managing appointment logs.

- Helped maintain confidentiality and accuracy in patient documentation.
- Demonstrated professionalism and empathy in all patient interactions.

### **Catering Assistant**

CLS Catering Services

#### **March – January**

- Prepared, assembled, and packaged in-flight meals and beverages in line with airline specifications and strict quality standards.
- Followed HACCP procedures, food safety regulations, and aviation security protocols at all times.
- Assembled meal trays with accurate portion control and carefully handled special dietary requirements, including vegetarian, halal, and allergen-specific meals.
- Supported the loading and offloading of catering equipment and supplies to ensure timely aircraft departures.
- Performed detailed quality checks to confirm correct flight allocation, presentation, and completeness of orders.
- Maintained high standards of cleanliness and organisation within food preparation and storage areas.

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### **Certifications**

- WHMIS & Workplace Safety Training
- Privacy and Confidentiality in Healthcare – Ontario Health

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### **Professional Strengths**

- Reliable and efficient under pressure
- Excellent attention to detail and accuracy
- Strong interpersonal and communication skills
- Committed to maintaining patient confidentiality and professionalism