

RAJBIR KAUR

Brampton, ON

437-566-6730

rajbirkaur2004786@gmail.com

Reliable, detail-oriented, and committed to providing professional administrative support. Proficient in Microsoft Office applications with strong organizational and communication skills. Demonstrates professionalism, attention to detail, and the ability to handle confidential information with discretion.

SUMMARY OF SKILLS

- Active listener with great written and verbal communication skills while paying attention to detail.
- Adequate knowledge of OHIP billing, medical terminology, medical e-billing with scheduling and managing patient information in Accuro.
- Excellent in Microsoft Office Suite: Word, Outlook, Power Point and Excel.
- Proven keyboarding speed of 50 wpm with attention to detail and accuracy (fax, reports, emails)
- Strong organizational and time management skills to prioritize tasks to meet deadlines.
- Ability to handle confidential and sensitive information with discretion.
- Dependable team player with the ability to work independently to achieve goals.

EDUCATION

Office Administration- Health Services Diploma

January 2024-April 2025

Sheridan College, Mississauga, Ontario

GPA- 3.85/4.0

Relevant Coursework: Financial Office Management, Medical Terminology, Medical office administration, Medical E-billing, Word processing, Doc processing (typing), Spreadsheet essentials.

RELEVANT SKILLS

- Accurately handle data management and scheduling in (Accuro EMR & York-Med Billing) along with Calendar management.
- Ability to manage preparation of filing (Reports, Memos, Presentations).
- Knowledge of Financial office management, accounting equation and QuickBooks.

- Developed skills in evaluating transactions and analyzing transactions using double-entry accounting.

EXPERIENCE

Admin Assistant

Aafiyat Medical Centre, Mississauga

January 2025-April 2025

- Managed day-to-day office operations, handled patient registration processes, ensure accurate data entry and verification.
- Warmly welcomed guests, clients, and visitors as they arrived.
- Scheduled and managed patient appointments using electronic scheduling system.
- Handled incoming calls efficiently and professionally. Processed telephone inquiries professionally and efficiently.
- Handled sensitive information with strict confidentiality. Maintained and organized filing system for patient records.
- Scheduled and coordinated appointments or meetings. Co-ordinated with healthcare team members to ensure smooth office operations.

Volunteer

Sheridan College, HMC, Mississauga

- Enthusiastically welcomed students during orientation. September 2024
- Completed tasks including giving directions and supporting activities.
- Engaged with attendees, and answering general questions.

Front Desk Receptionist

January 2021-December 2022

Sehgal Childcare Hospital, Punjab, India

- Coordinated daily office operations, including appointment scheduling, file management, and accurate patient data handling.
- Managed communication through faxes, emails, and WhatsApp messages with professionalism and efficiency.
- Greeted and assisted patients warmly upon arrival, ensuring a welcoming and supportive environment.
- Handled incoming calls and faxes in a courteous and organized manner, providing prompt and accurate responses.

CERTIFICATES

Public Speaking Foundation (LinkedIn)