

ANJU CHAWLA
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OBJECTIVE

To obtain a position as a Medical Office and Lab Assistant where my clinical educational experience can be used to enhance the quality of patient care.

PROFESSIONAL PROFILE

- Thrives in interactive and cooperative environment.
- Energetic self-starter with strong communication skill, work independently or on a team works.
- Highly motivated, has strong work ethic, willing to learn new things with positive attitude.

PROFESSIONAL EXPERIENCE

Medical office and lab assistant

- Experienced in venipuncture, ECG's , specimen handling (centrifuging and separating serum, plasma, urine, stool etc.)
- Operated centrifuge and labeled tubes clearly and correctly; able to determine specimen quantity required for routine testing.
- Skillful in learning new methods and procedures very quickly.
- Experienced in office procedures such as filling out OHIP requisition accurately, answering phone, inquiries promptly and cheerfully etc.
- Recognized artifacts and corrected them when possibly.
- Flexible, dependable and enthusiastic, able to work efficiently, effective in patients service relations, with strong interpersonal and communication skills.
- Responsible, energetic, self- motivated, patient, honest and reliable, extremely organized team player with a positive attitude.
- Dedicated , punctual, hard working, courteous and professional, able to work independently, with strong analytical and problem solving skills.

EDUCATION

- *Medical Laboratory Assistant/ Technician* Sep2004-Apr2005
Centennial College, Scarborough
- *Medical laboratory Technician* Jul1995-Dec1997
The Punjab Board of Technical Education
and Industrial Training ,INDIA
- *Master of arts* Apr2000-Apr2002
Punjab University Chandigarh, INDIA

WORK HISTORY

- Medical Lab Assistant June 2015- present)
Brampton hospital , Emergency dept. (Part-time)
- Medical Laboratory Assistant/Technician Jan2014-Present
Credit Valley Hospital, Mississauga (Part-time)
- Medical Laboratory Assistant/Technician June2005-Present
Oakville Trafalgar Memorial Hospital, Oakville (Casual)
- Medical Laboratory Assistant
Emergency Dept. in Milton Hospital (Feb 2010-July2010)
- Medical Laboratory Assistant
Emergency Dept. in Oakville Hospital (Mar 2008-Jan 2009)
- Medical Laboratory Assistant (Volunteer job) Apr2004- June2004
Professor Lake Medical Clinic, Brampton. (Volunteer job)

CERTIFY

Ontario Society of Medical Laboratory Technician (OSMT) Nov2005

SKILLS

Competency in written and spoken English, Punjabi, Hindi.
Proficient in Microsoft Word, Microsoft Internet Explorer.

REFERENCE :

Available upon request.

Dear Hiring Manager,

I am writing to express my interest in a Medical Laboratory Assistant/Technician position at your facility. As a MLPAO-certified Medical Laboratory Technician with hands-on experience in both Women's and Children's clinics, Chemistry, Microbiology and Pathology labs, I am confident in my ability to contribute to your laboratory team with professionalism, accuracy, and a strong commitment to patient-centered care.

Over the course of my career, I have gained broad experience in working with patients across all age groups — from infants and young children to adults and seniors — which has refined my ability to deliver compassionate and efficient care in often challenging situations. I also bring practical knowledge from working in chemistry, microbiology, and pathology labs, where I became proficient in specimen handling, data entry, and the use and maintenance of various laboratory analyzers.

My strengths lie in my attention to detail, strong organizational skills, and collaborative approach to working in team-oriented environments. I consistently ensure that all samples are processed according to established protocols while maintaining the highest standards of safety, accuracy, and confidentiality.

I am particularly interested in joining your team because of your focus on point of care testing, quality, care and accuracy in delivering the best accurate results. This aligns with my experience and passion for providing quality care and accurate techniques for the vulnerable populations.

Thank you for considering my application. I would appreciate the opportunity to discuss how my background and skills can support your laboratory's mission and goals. I have attached my résumé for your review and am available at your convenience for an interview.

Sincerely,

Anju Chawla