

AMANDEEP KAUR PURBA

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Professional Summary

- Quality-focused medical operation theater technician with 8+ years of experience in hospital. Hands on experience in wide variety of assist the doctor in operations and perform phlebotomy.
- Adaptability to professional working environment and willingness to accept challenges with an ultimate objective to pursue a career that helps in the growth and development of the organization.
- Participate in daily/weekly meeting and provide information on how to improve process within team and update team on statuses of tasks.
- Confirm the accuracy of all patient information on requisitions and specimen sample, resolve any problems or inaccuracies prior to testing and perform required data entry.
- Strong leadership and communication skills (English, Punjabi and Hindi), friendly, approachable, and able to effectively communicate with customers and staff.
- Conduct all work in full compliance with all laboratory safety and security policies and regulations.

Education

- **Medical lab technician (2023 -2024)**
Oxford College – Mississauga
- **Certification in Public health Ontario IPAC (2023)**
Oxford College – Mississauga
- **Workshop in PHLEBOTOMY (2023)**
CIMIT College - Brampton
- **Diploma in Med. OPERATION THEATER Tech. (2010- 2012)**
Institute of Para Medical & Inf. – Punjab, India

Experience

- **Medical Office Assistant/ Phlebotomist (Jan 2024 – may 2024)**
Peel med clinic, Brampton (Part-time position)
- Performed vein puncture to obtain blood sample for a laboratory testing.
- Performed Immunization, Injection and flu shot.
- Open sort and distribute incoming mail and other materials.

- Complete data entry of required patient demographics, requisition information and other information related to processing test results.
- **Operation Theater Technician (2014 – 2022)**
Mohan Dai Oswal Hospital (**Ludhiana, Punjab, India**)
 - Provided effective bedside care to patients before and after procedures to deliver comfort.
 - Coordinated nursing care to be carried out according to facility guidelines and regulations.
 - Provided direct support to surgical team during procedures.
- **Medical Laboratory Technician (Placement-2024)**
Life Labs (**Brampton, Ontario**)
 - Great and request required information from patients, explain the specimen collection process and ensure patients have followed necessary test protocol prior to specimen collection.
 - Register patients, confirming/validating patient demographic, insurance (including OHIP) and other required information as appropriate.
 - Receiving, labeling and analyzing samples (blood, toxic, tissue etc.), along with performing phlebotomy, shorting and ECG.
 - Designing and executing laboratory testing according to standard procedures.
 - Planning, setting-up and undertaking controlled experiments and trails.

Certification/License

- **Medical Laboratory Assistant/Technician (2024)**
MLPAO (Medical Laboratory Professional's Association Ontario)
- **Food Handler Certification (2025)**
FHC (Food Handler Certification Course- FS1)

Skills

- Experienced Phlebotomist, Quality assurance control, Safety measures and procedures, Specimens collection and processing, Patient scheduling.
- Basic troubleshooting of various equipment and processes.
- Technical skills include Microsoft Office and internet technologies.
- Medical Terminology and EMR Experience.
- Good managing skills, Fast learner, Quick decision maker, Flexible and able to work with minimum supervision.