

RAJDEEP KAUR

✉ rajsaini7650@gmail.com

☎ 519 497 8832

📍 Ottawa, ON K2B6M7

PROFESSIONAL SUMMARY

Seeking a position where I can leverage my clinical expertise and interpersonal skills to contribute to a dynamic healthcare team, while continuously learning and growing in a challenging environment. Experienced with laboratory procedures and sample management. Utilizes detail-focused approach to ensure accuracy of test results and adherence to safety protocols. Knowledge of maintaining laboratory equipment and supporting team efforts for seamless operations.

SKILLS

- Familiar with Laboratory Information System (LIS)
- Specimen processing
- Sample preparation
- Chemical handling
- Reagent preparation
- Patient care and confidentiality
- Patient demographics
- Phlebotomy and Specimen Collection
- Microsoft office proficiency
- Accurate Data Entry
- Biohazard Safety Protocols
- Quality Assurance and Control
- Equipment Maintenance and Calibration
- Hematology analysis
- Electronic Medical Records Management
- Electrocardiogram Proficiency
- Analytical Thinking and Problem-Solving
- Good Laboratory Practices (GLP)
- Patient Interaction

EDUCATION

Conestoga College
Kitchener, Ontario • 01/2024

WORK HISTORY

Ottawa Speciality Care - Medical Administrative Assistant
Ottawa, Canada • 09/2024 - Current

- Scheduling appointments (Accuro)
- Computer data entry
- Main reception with greeting patients
- Answering telephone calls and returning messages
- Administrative work assigned by the manager

Tim Hortons - Crew Member
Cambridge, Canada • 09/2023 - 08/2024

- Responsible to greet customers
- Responsible to take and prepare orders
- Responsible to keep area clean and sanitized

Deep Labs - Medical Lab Technician
Hoshiarpur, India • 05/2022 - 02/2023

- Worked as a medical lab technician, responsible for withdrawing, receiving, processing and analyzing samples
- Responsible for cleaning and maintenance of various pieces of equipment
- Responsible to performing routine inspections on laboratory equipment to determine when maintenance is required
- Handled payments when required
- Done ECG as well

Polo Labs - Medical Lab Technician
Hoshiarpur, India • 10/2020 - 11/2021

- Worked as a medical lab technician receiving, handling, and analyzing samples
- Responsible to maintain various types of equipment (biochemistry machines, hematology and ABG machines) and conducting regular inspections to identify when maintenance was necessary
- Responsible for quality testing, data management and documentation using appropriate computer applications
- Worked with LIS (Laboratory Information System) to complete reporting

*Healthcare Administration and
Service Management Diploma*

Sant Baba Bhag Singh University
Punjab • 01/2022

*Bachelor of Medical Laboratory
Science (BSc MLS)*

CERTIFICATIONS

- MLA/T - Medical Laboratory
Assistant/ technician from
Medical Laboratory Professional's
Association of Ontario (MLPAO)

AVAILABILITY

Full time

COMMUNITY SERVICE & VOLUNTEER WORK

at Grand River Hospital Kitchner
Registration Desk Volunteer, Managing queue of visitors, Welcoming
patients and families with facilitation and/or prioritization for
registration, Responsible for wayfinding

LANGUAGES

English	Hindi
<div></div>	<div></div>
Native or Bilingual	Native or Bilingual
Punjabi	
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Native or Bilingual	

REFERENCES

Dr. Hasina Visram
Endocrinologist and specialist
west ottawa specialty care

Becky Mantynen
professor at conestoga college, Kitchner and Manager of Social Work
and Specialized Teams in district school board

contact information available upon request