

Amandeep Kaur

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2014
Majors: Finance and Management Information Systems (MIS)
GPA: 3.09

Selected Courses:

Organization and Management	Data Analytics
Financial Management	Enterprise IT Architecture
Legal Environment of Business	Business Statistics

ACTIVITIES & AWARDS:

- Member, Association of Information Systems (AIS), Spring 2012-Present
- Member, National Honor Society Phi Theta Kappa, Delaware County Community College, 2010-2011
- President's List, Delaware County Community College, Fall 2009-2011
- Recipient, the Foundation of the Delaware County Chamber Special Recognition Award, 2008

EXPERIENCE: The Children Hospital of Philadelphia, Philadelphia, PA May 2012 - Present
Materials Distribution Technician

- Pack, label, scan, and ship prescription company medicines to 200 customers per day, the prescription distribution within the hospital.
- Utilize a database to receive, count and process daily prescription medicine shipments and assess them for damage.
- Close orders using Lawson system and ensured deliveries contained the correct products.
- Perform troubleshooting techniques for computer and printing problems.
- Inform manger of products that needed to be reordered.

Banwait Enterprises, Inc., Philadelphia, PA June 2010 – March 2013

Cashier and Accounting Assistance

- Supervised daily operations for a retail concession serving 200 customers daily for a gas station and auto repair shop.
- Reconciled \$1000+ deposits, handled opening and closing security, supplies inventory and order worksheets.
- Resolved customer complaints and assigned duties to 5 crew members for the day shift.
- Provided invoiced to customers with a detailed summary of the work they had completed by the shop.
- Account for payrolls and expense registers and prepare and maintain daily financial records.

SKILLS & LANGUAGES:

- Microsoft Word, Excel, PowerPoint
- SAP Training, WordPress, Google Analytics, PHP
- Hindi and Punjabi - fluent
- Urdu - conversant