

EDUCATION: Temple University, Fox School of Business, Philadelphia, PA*Bachelor of Business Science, Graduation: December 2022**Major: Management Information Systems*

GPA: 3.6

Selected Courses:

Digital Systems

Operations Management

Finance

Business Ethics and Society

Professional Development strategies

Bucks County Community College, Newtown, PA*Associate in Arts, Graduation: December 2020**Major: Business Administration*

GPA: 3.6 / Dean's List, Fall 2020

EXPERIENCE: CARECORE HOME HEALTH, Philadelphia, PA February 2019 – March 2020**Office Assistant**

- Trained newly hired staff of 7 people for office management
- Coordinated with HR for recruiting caregivers' staff of 20 employees
- Scheduled meetings between aids and clients on daily basis
- Ensured security standards are practiced and enforced to protect client records

AMAZON, Robbinsville, NJ

September 2017 – January 2019

Process Assistant

- Allocated and troubleshooted for groups as large 150 employees every day
- Researched, analyzed, and proposed innovative layout production goal saving minimum 30% standard labor performance to managers
- Communicated with internal and external suppliers to ensure availability of supplies for production team
- Provided coaching to associates to work safely and responsibly

UNITED MEDICAL ASSOCIATES, East Orange, NJ February 2016 – July 2017

Receptionist

- Completed accurate documentation of 30+ patient visits every day
- Maintained 1,500+ patients account by obtaining, recording, and updating personal and financial information.
- Monitored and reviewed patient schedules for next day office appointments
- Assisted in ordering, receiving, and stocking office supplies

SKILLS & LANGUAGES:

- MS Office 365
- Urdu (Fluent), Hindi (Fluent), Punjabi (Fluent), Arabic (Basic)
- Electronic medical record (EMRs)

