

Anoop K. Babra
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EDUCATION

Cooperative Education (Advanced Microsoft Office 2013) <i>St. Gabriel Adult Learning Centre</i> , Mississauga, ON	Current
Nursing Assistant/Unit Clerk Diploma	
Resuscitation Certificates <i>Robertson College</i> , Winnipeg, MB	2011-2012
Bachelor of Arts with Honours in English <i>Guru Nanak Dev University</i> , Amritsar, India	1989-1992

WORK HISTORY

TCET Brampton South Community Door, Brampton ON	At Present
▪ Newcomer and settlement counseling	
▪ Help clients with resumes and cover letters	
▪ Assist staff with workshop presentations	
▪ Help clients with printing and scanning documents	
▪ Proficient with HARTS and SETRA softwares	
▪ Provide orientation to newcomers	
Unit Clerk Buhler Cancer Centre, Victoria General Hospital, Winnipeg, MB	2012 – 2014
▪ Managed inventory and procurement	
▪ Assisted patients and doctors with administrative tasks, including scheduling appointments, answering emails and faxes, requesting lab results, etc.	
▪ Used various software, including Microsoft office and ARIA	
▪ Directed admissions and discharges, including from other hospitals	
▪ Provided compassionate care by helping patients select wigs, etc.	
▪ Trained in personal and group health and safety practices	
Retail Sales Associate Hudson Bay Company, Surrey, BC	1997 - 2010
▪ Managed inventory and conducted inventory control	
▪ Designed, implemented and maintained planograms	
▪ Assisted with store opening and closing	
▪ Handled a busy cash where payments, refunds and exchanges were accepted	
▪ Ensured that customers had a pleasant shopping experience	
Administrative Assistant/Telemarketer Pacific Cyclonic Systems, Vancouver, BC	1997-1999
▪ Received award for best administrative assistant/telemarketer two years in a row	
▪ Cold called potential customers	
▪ Handled a busy switch board with over 200 calls per day	
▪ Initialized sales appointments for sales representatives by using excellent communication skills and thereby increased company sales	

LANGUAGE SKILLS English (Fluent), Punjabi (Fluent), Hindi (Fluent)

COMPUTER SKILLS Microsoft Office, ARIA (Excel based software), Adobe

INTERESTS Writing (poetry and short fiction)
