**ANMOL SAGAR**

Vancouver, Canada +1-236-332-4369 [anmol.sagar4800@gmail.com](mailto:anmol.sagar4800@gmail.com)

**Administrative Assistant**

**PROFILE STATEMENT**

A dedicated, independent, proactive, and motivated professional passionate about helping others. I have strong Administrative and office management skills. A meticulous, conscientious, and eager-to-learn individual who takes pride in her work.

**HIGHLIGHTS OF QUALIFICATIONS**

* Hands-on experience with MS Office Suite, Oracle, Calendly, Tableau, and ATS systems
* Excellent interpersonal communication and phone etiquette.
* Strong organizational, and multitasking abilities.
* Exceptional Office management skills honed through previous work and community service.
* Excellent interpersonal and communication skills (oral and written), typing speed 40-50wpm.
* Strong collaborator who can also work independently.
* Exercise keen attention to detail and accuracy.
* Professionalism and courtesy in all interactions, humble personality.

**WORK EXPERIENCE**

**Canadian Red Cross, White Rock** 2023 - Present

Volunteer Loan Administrator

* Loaning out health equipment based on requisitions received.
* Customer relationship and query management.
* Responding to customer calls and emails.
* Maintaining up-to-date client records in the system.
* Sending emails, printing records, and operating fax machines

**Delta School District, Delta**  2023 - Present

Noon Supervisor

* Providing supervision to elementary kids during Noon Hour
* Help in Organizing and maintaining school events.

**GAP, Surrey**

Sales Associate 2023 - 2024

* Providing excellent Customer-service
* Lead Cashier, with expertise in cash and card transactions.
* Inventory Management, re-plan, and floor planning.
* Fulfilling online orders, shipping, and receiving orders

**Crescendo Global, India**  2022 - 2023

Administrative Associate

* Maintaining an organized and easy-to-access digital filing system.
* Managed calendars and scheduling appointments.
* Maintained a clean and organized environment, ensuring office supplies were stocked.
* Kept records of clients and dealt with emails and client calls.
* Operating office equipment and ensuring their steady condition.

**Accenture, India**  2018 - 2021

Senior Associate |

* Kept a record of data in the system and followed up with clients as needed.
* Organizing meetings, lunches, and team engagement events.
* New-hire onboarding and training management.
* Taking Mom’s and sharing the relevant details with other team members
* Proofreading and editing the management documents.

**EDUCATION**

MBA, University Canada West, Vancouver 2024

Responsible Adult | YMCA, BC 2023

Serving It Right | Responsible Service, BC 2023

Post Graduate Diploma in Management, IMT CDL, India 2020

Bachelor of Commerce, Guru Nanak Dev University, India 2016