**AMANDEEP THIND** 181 Village Green Square, Scarborough ON M1S 0K6

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Contact no. 437-981-4288

**Objective**

Dynamic, highly motivated, hardworking and adaptable to challenging environments with professional organization skills.

**Work Experience**

*QMS Intern* | *Eve Medical Inc.* | *Toronto* | *Feb 2019- Apr 2019*

* Maintained and updated quality management system in order to maintain ISO 13485 certification.
* Data analysis of quality objectives for management review meetings
* Contacting customers, updating records for post market surveillance.

*Part-time Event Coordinator Assistant | Bisha Hotel | Toronto* | *Nov 2018- Mar 2019*

* Organized facilities and details such as decor, equipment, special guests, invitee list.
* Specified staff requirements and coordinated their activities
* Proposed ideas to improve provided service and event quality

*Take-out Cashier | Mr. Greek Restaurant | Scarborough* | *Oct 2018- Jan 2019*

* Managed delivery orders and to-go orders on phone and in person.
* Processed transactions and packaged orders.
* Organized and managed displays.

*Medical Transcriptionist | Super Scanning and Diagnostic ltd. | India | Nov 2017- Jun 2018*

* Transcribed and maintained medical files & databases.
* Received patients, scheduled appointments and maintained patient records.

**Education**

*Durham College | Oshawa | 2018- 2019*

Diploma: Biotechnology Advanced (Fast-track)

*Lovely Professional University | India | 2015- 2017*

Master of Science: Biotechnology with honors

*Lovely Professional University | India | 2012- 2015*

Bachelor of Science: Biotechnology