

# AMANDEEP THIND

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## **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