

Nadgera Singh

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Objectives: Seeking a challenging position in a reputable company, utilizing my skills and knowledge while making a significant contribution to the success of a company.

Education:

California State University, Los Angeles 2005-2007

- Bachelors of Science in Business Administration, option Accounting

Los Angeles Trade Technical | East Los Angeles College 2002-2005

- Associate of Art, general education

Los Angeles Senior High 2000-2004

- High School Diploma

Experience:

JDS Home Care LLC 2022-current

Phoenix, AZ

Owner/Administrator/BHT

- Daily operation
- Intake of new client
- Payroll
- Organizing
- Budgeting
- Supervision of clients
- Medication administration
- Provide group and individual services.

Ocean Blue Caribbean Restaurant and Bar Ocean Blue 2009-2022

Chandler, AZ

Owner/Manager

- Managed the daily operation of business
- Purchasing
- Payroll
- Cooking

D&S Trucking Inc 2014-2019

Chandler, AZ

Owner/Dispatcher

- Managed up to 14 trucks and drivers, operation of the business
- Payroll
- Dispatching

Angie's Foster Home Service 2003-2009

Los Angeles, CA

Caregiver

- Assist with daily activities for children under the age of 18
- Monitored children that had emotional, behavioral and disabilities disorders

Skills:

- Customer service
- Computer proficiency
- Communication
- Management
- Problem solving

Certifications: CPR/First Aid Certification, Food Manager certification