

# Farishta Sultani

Markham, ON

(647) 537- 5832

fsulta16@my.centennialcollege.ca

## BUSINESS ANALYST

- Basic proficiency in database concepts along with Linux and Unix operating system.
- Strong ability to multitask between balancing schoolwork as well as a part-time job.
- Exceptional research skills aimed at obtaining information from reliable sources.
- Highly personable individual, who is also hardworking and has an upbeat and positive attitude.
- Ability to work effectively individually as well as in a team environment.
- Excellent written and verbal communication skills.
- Detail oriented and organized.
- Excellent presentation and interpersonal skills developed through academic practice.

## TECHNICAL SKILLS

Languages:

- C#, SQL

Software:

- Word, Publisher, Excel, Outlook, and PowerPoint

### Operating Systems:

- Windows, ORACLE, Linux, and Unix

## EDUCATION

- **Centennial College**  
Scarborough, Ontario  
*Candidate for Health Informatics Technology Diploma*

Relevant Courses:

## Programming 3

## Health Informatics

# Advanced Database Concepts

## Unix/Linux Operating Systems

- **Ryerson University** 2013 - 2018  
Toronto, Ontario  
*Honours Bachelor of Science in Medical Physics*  
*Minor in Mathematics*

- Middlefield Collegiate Institute** 2009 - 2013  
 Markham, Ontario  
*Completed OSSD/Specialist High Skills Major program*

## WORK/ VOLUNTEER EXPERIENCE

**Markham Imaging Consultants**

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2012 - Present

Markham, Ontario

*Medical Receptionist/Transcriptionist*

- Managing the receptionist area, including answering phone calls, greeting patients and any patient/doctor inquiries.
- Booking and confirming appointments for patients (Ultrasound and Bone Density Exams).
- Registering patients in medical system for appointments.
- Transcribing Ultrasound, X-ray, and Bone Density reports after radiologist dictation.
- Knowledgeable in Microsoft Office, Radiant system, OHIP billing.
- Fax dictated reports through FaxBatch.

## LANGUAGES

- Fluent in oral and written English.
- Fluent in oral Farsi.