

# Zeenath Razak

1600 Baggins Street Pickering ON | 416-454-6046 | [zeenanr@hotmail.com](mailto:zeenanr@hotmail.com)

## Skills Summary

- Excellent leadership, communication and interpersonal skills
- Proven ability to work creatively and analytically in a problem-solving environment
- Proficient in MS office, CLASS and Point of Sale
- Knowledge of preparing CRO/DPO requests in RPGS system
- Familiar with Python, Java, C#, JavaScript, Oracle, MongoDB, MS-SQL Server, Unix/Linux, HTML/XML, Microsoft .NET framework.

## Education

ADVANCED COLLEGE DIPLOMA | 2024 | CENTENNIAL COLLEGE

- Major: Software Engineering Technology & AI
- Related coursework: Tap here to enter text

## Experience

FACILITY IN-CHARGE | CITY OF TORONTO | 2005 - PRESENT

- Provided program information to customer and registered them for courses.
- Supervised the facility and staff to ensure smooth operation of the recreation programs.
- Performed administrative tasks such as entering attendance numbers, preparing documentations for banking and other to support the programs.
- Provided directions to program staff, participants, and permit holders.

MEDICAL RECEPTIONIST | 929 MEDICAL CENTRE | 2000 - 2005

- Booked appointments and registered patients at the clinic.
- Provided guidance to patients to prepare for specialists and other medical appointments.
- Submitted claims to Ministry of Health and Long Term Care using MedWorks software.