

# Manpreet Kaur Saini

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## **PROFESSIONAL SUMMARY**

Energetic and motivated individual, that is seeking to secure a position within a long-term care facility, or a Healthcare Facility. Driven to implement the best optimal care for the client's welfare, needs and interests. Resourceful, and results-driven team player with a passion for building long-term trust-based relationships.

## **INTERPERSONAL SKILLS**

- Remarkable experience in hospital maintenance services .
- Sound knowledge of hospital policies and procedures.
- Knowledge of safety and sanitation techniques.
- Work well in a team-oriented environment.
- Familiarity with hospital environment.
- Able to work in a fast - paced environment , fast learner, hard worker.
- Ability to handle emergency situation .
- Ability to respond to patience queries .
- Multilingual: Speaks English, Punjabi, and Hindi
- Proficient enough in pulling, lifting, and moving heavy objects on a frequent basis.

## **TECHNICAL SKILLS**

Advanced computer and keyboarding skills : Microsoft office 2007(Excel, Word, PowerPoint)

## **EDUCATION**

### **Trios College (Brampton) - Personal Support Worker Certificate**

**2018**

- Educated to provide support who need assistance in daily needs because of injury, illness, or aging.
- Educated to give patients important social and emotional support.
- Educated in providing assistance to patients with daily living tasks, help in day-to-day activities such as bed making, cleaning, and washing.

Received the certificate through completing the program.

### **Post Graduation Diploma in Computer Application**

## **WORK EXPERIENCE**

### **Service Associate (Casual Part-Time)**

William Osler Health System

Etobicoke , ON

**2022 - 2023**

- Performed hospital cleaning duties as instructed by Supervisor.
- Dust, Vacuums, Mop floors, Wash and Sanitize surfaces.
- Removed soiled linens, towels, and restocked supplies.
- Ensured a high standard of cleanliness and organisation.
- Worked efficiently and effectively to meet deadlines and exceed expectations.
- Reported management about any unsafe conditions and risk factors.
- Adhere to safety precautions at all times.

**Bramalea Retirement Residence Brampton**

**2021 - 2022**

- Assists in the process of observing, reporting, and documenting the changes in the residents' physical and emotional condition.
- Attentive to care, consideration, and confidentiality of residents, staff, and visitors
- Dusting, vacuuming, mopping, cleaning, and disinfecting assigned surfaces including walls, windows, flooring, furniture, fixtures, and equipment.
- Maintaining waste and linen removal
- Help the residents with meals, cleaning, escorting, diaper changes, getting dressed.
- Maintains effective communication and good human relations with residents, families, and staff of other departments, using the appropriate lines of communication.

**Sienna Senior Living - Retirement Homes and Long-Term Care**

**2020-2021**

with clients in an effective, compassionate, and supportive manner.

- Demonstrated ability to operate related equipment for clients.
- Was a team player with a passion for building long-term trust-based relationships.

**Office Administrative Assistant - Trillium Wellness Centre**

**2019-2020**

- Answering calls and taking notes; conducting intake and checkout; administered intake questionnaires; printing and photocopying paperwork and delivering important documents to other departments.
- Other responsibilities entailed: Prepping and stocking the medical rooms for appointments and assisting in coordinating next meetings/appointment.

*Further references available upon request*