

RUPINDER KAUR

Brampton, ON

Phone: +1 (647) 533-5946 | Email: rupinderkaur3800@gmail.com

PROFESSIONAL SUMMARY

Motivated and detail-oriented Pharmacy Assistant candidate with strong customer service experience and pharmacy support exposure. Skilled in blister preparation, medication packaging, inventory management, prescription processing, data entry, and administrative tasks. Able to work independently and in team settings within fast-paced healthcare environments.

KEY SKILLS

- Blister pack preparation
- Medication packaging & dispensing support
- Inventory management & stock rotation
- Prescription order processing
- Customer service & phone handling
- Data entry & record keeping
- Attention to detail & accuracy
- Fast-paced work environment adaptability

CERTIFICATIONS

- Medical Terminology
- WHMIS
- Health & Safety Awareness
- Smart Serve
- First Aid & CPR

EXPERIENCE

Volunteer – Pharmacy Support

Local Community Pharmacy – Brampton, ON | 2024

- Assisted pharmacists with medication preparation and supervised dispensing tasks
- Supported blister packaging and OTC product organization
- Performed inventory checks and expiry monitoring

Customer Service Associate

Retail Store – Brampton, ON | Dec 2024 – Sept 2025

- Provided excellent customer service to 50+ customers daily
- Processed POS transactions and handled phone inquiries

Crew Member

McDonald's – Brampton, ON | June 2024 – Nov 2024

- Worked efficiently in a fast-paced, team-based environment

EDUCATION

Advance Diploma in Computer Applications – Punjab, India

Diploma in Hospitality & Event Management – Humber College, Canada

LANGUAGES

English (Fluent), Punjabi (Native), Hindi (Fluent), French (Beginner)

AVAILABILITY

Full-time or Part-time | Flexible shifts