

Lakhwinder Singh

Greater Toronto Area, ON
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Seeking a position where my professional skills can be utilized to become an asset of the company and be associated with a progressive organization that provides opportunity to update my experience and skills. Skills in maintaining the records and corresponding with external & internal clients. Detail-oriented and resourceful in completing projects; able to multi-task effectively.

Willing to relocate: Anywhere

Personal Details

Highest Level of Education: DCS / DEC

Work Experience

Resident Support Aide

Burton Manor Long Term Care - Brampton, ON
September 2020 to Present

- PSW Assistance : Assist with bed mobility, lift and transfer , Answer call bells , Bed making, Redirecting Residents, Assist with resident laundry
- Infection Control : Clean and disinfect Facility, Replenish PPE cart
- Audits : Label resident's personal items
- Dining Services : Porter residents to dining room, Assist Residents with food, Assist with Nourishments
- Other Duties: Involve residents in 1:1 activity , Search for missing items, Replenish nursing supply as directed by registered staff

Jr. Dispatcher

FreightXPRT - Brampton, ON
November 2019 to June 2020

- Responsible for keeping track of any additional cost, such as waiting time, and layovers
- Responsible for follow-up calls with drivers, customers, and customs brokers.
- Responsible for calculating ETA of pickup/delivery.
- Responsible for generating freight invoices.
- Prepared ACE/ACI E-manifest for drivers.
- Assisted in finding truck repair shops/ mobile repair services via the Internet.
- Assisted Sr. Dispatcher in finding available freight.
- The monitored temperature required shipments.

Sales Representative

Rogers Communications - Scarborough, ON
July 2019 to April 2020

- Field Job
- Approaching Customers in the Market Environment
- Convincing customers to buy rogers home services
- Collecting Customer Details
- Processing Orders
- Follow up with the internal team

Education

DCS / DEC in General Business

St. Clair College at Toronto - Toronto, ON

January 2019 to May 2020

Skills

- Microsoft Office (4 years)
- Record Keeping (1 year)
- Customer Service Oriented (2 years)
- Financial Management (1 year)
- Issue resolution (1 year)
- Office Management (1 year)
- Budgeting and Negotiation (Less than 1 year)
- Senior Care, Dementia Care

Languages

- English - Fluent
- Hindi - Fluent
- Punjabi - Fluent

Links

<https://lakhwingersingh.com>

Additional Information

- Experienced in Microsoft Word, Excel, PowerPoint and Outlook
- Advanced troubleshooting issues and managing business proactively
- Fluency in English, Hindi and Punjabi
- Knowledge of dispatching software such as Expert IT, BORDER CONNECT/ ACE and ACI E-manifest preparation, Loadlink, USA/Canada geography
- Knowledge of D.O.T. and M.T.O working/driving rules and regulations, newly implemented ELOG hours, axle weight distribution