

Bani Pasricha

Delta, Bc V4C7J2

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Professional Summary

Efficient and precise with a commitment to finishing jobs quickly and accurately. Proven to work closely with coworkers for effective data management. Skilled in document digitization, office modernization, and data organization for enhanced productivity.

To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management, and problem-solving skills. Offering excellent communication and good judgment.

Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level position. Ready to help the team achieve company goals.

Skills

- Professional Skills.
- Good communication and networking skills, both face-to-face and electronically.
- Excellent problem-solving skills, as well as initiative, resourcefulness,
- And creativity.
- Demonstrated ability to use appropriate judgment and problem-solving
- Skills to resolve issues/conflicts.
- Good MS Word, Excel, and Powe Point skills.
- Excellent customer service skills with the ability to maintain a professional demeanor at all times.
- Strong verbal & written communication, organizational, and
- Interpersonal skills.
- Outstanding interpersonal skills, and effective communication with clients.
- Efficient Data Entry
- Collecting Information
- Word Processing
- Maintaining Confidentiality

Work History

September 2021 - June 2022

Telus Communications Inc. - Vancouver, BC

Data Entry Administrator

- Update existing data.
- General Admin duties.
- Verified accuracy of data before transcribing.
- Verified data files prior to entry to maintain high data accuracy.
- Documents completed work in appropriate logbooks.
- Obtained scanned records and uploaded them into the database.
- Identified data entry errors and reported them to necessary departments.

August 2018 - July 2019

capital tile and stone - Surrey, British Columbia

Front Desk Receptionist And Customer Service Representative

- Answered multi-line phone system to respond to inquiries and transfer calls to the correct departments and personnel.
- Greeted guests at the front desk and engaged in pleasant conversations while managing the check-in process.
- Transcribed phone messages and relayed them to appropriate personnel.
- Maintained files and records by implementing effective filing systems that boosted efficiency and organization.
- Monitored office supplies by checking inventory and placing orders.
- Retrieved mail, packages, and documents on behalf of guests, promptly verifying receipt and arrange for pickup or transmittal.
- Handle customer complaints, and provide appropriate solutions and alternatives within the time limits.
- Keep records of customer interactions, process customer accounts, and file documents.

February 2017 - July 2018

DB Schenker - Delta, BC

Data Entry Clerk

- Completed data entry tasks with accuracy and efficiency.
- Scanned documents and saved them in the database to keep records of essential organizational information.
- Sorted documents and maintained an organized filing process.

- Managed documents by organizing forms, making photocopies, filing records, preparing correspondence, and creating reports.
- Compiled data and reviewed information for accuracy prior to input.
- Located and corrected data entry errors and reported them to management.
- Corrected data entry errors to prevent later issues such as duplication or data degradation.
- Verified accuracy of data before transcribing.
- Documents completed work in appropriate logbooks.
- Produced monthly reports using advanced Excel spreadsheet functions.
- Obtained scanned records and uploaded them into the database.
- Maintained ongoing communication with relevant departments to confirm accurate data delivery.

April 2014 - August 2016

MM International School, Jabalpur - Jabalpur , India

School Administrator and Teacher

- Met with parents of prospective students to discuss student needs and school offerings.
- Served as liaison between parents and students.
- Supervised, assessed and mentored teachers and paraprofessionals.
- Handled disciplinary referrals with a calm, logical approach to student behavior.
- Communicated with parents to encourage active parental participation in education.
- Built productive relationships with parents of students facing difficult situations at school or at home.
- Trained teachers on effective teaching techniques, classroom management strategies, and behavior modification.
- Kept school in full compliance with established policies, legal requirements, and student safety standards.
- Observed teachers, documented activities, and implemented improvement plan to optimize classrooms.
- Verified student grades, attendance, and schedules.
- Counseled students about rules and policies during school assemblies.

July 2012 - March 2014

St. Aloysius College - Jabalpur , India

Lecturer of Business Administration

- Maintained regularly scheduled hours in order to assist and advise students on class, program, academic and vocational plans.
- Selected, organized, and distributed materials and supplies to meet classroom instructional needs.
- Developed and maintained course Web sites.
- Maintained energy and enthusiasm in a fast-paced environment.
- Demonstrated respect, friendliness, and willingness to help wherever needed.
- Carried out day-day-day duties accurately and efficiently.

June 2011 - June 2012

Reliance Communications - Jabalpur, India

Sales Coordinator

- Handled customer inquiries by staying up-to-date on market and industry trends and finding unique solutions to issues.
- Set up appointments with potential and current customers to promote new products and services.
- Stayed updated on the update plans and maintained long-term relationships with clients, resulting in increased overall sales.
- Kept detailed records of sales and customer information records in CRM software, updating the database regularly to maintain top-notch service.

May 2010 - July 2010

Bajaj Allianz Life Insurance - Jabalpur , India

Internship Trainer

- Cultivated natural support in the workplace and community for interns with disabilities.
- Handled over daily clients, switching between classes flawlessly and maintaining a positive attitude.
- Employed job analysis in accordance with principles of instructional design to create effective training programs.

January 2010 - April 2010

Deloitte - Gurgaon , India

Internship Trainer

- Attended job orientation with the intern and reiterated policies and practices to facilitate successful work experience.
- Monitored participant workflow and behaviors throughout the training process.

- Scheduled and taught in-class and online courses to increase learning opportunities.

Education

April 2016

Mahatma Gandhi Chitrakoot Gramodaya Vishwavidyalay Satna,M.P
Master of Arts English Language And Literature

September 2013

January 2013

IILM College of MBA Gurgaon
MBA Human Resource Management, Marketing

July 2010

January 2010

MITSOM School of Management Pune , Maharashtra
BBA Management

Hobbies

Photography, Travel, Writing, Reading, Learning Languages

- Speaking English might not be enough if you're planning on developing your career. The three fastest-emerging languages of global consumers are Punjabi, Hindi, and French. Studies have found a correlation between learning languages and problem-solving abilities, intelligence, and memory skills.
- Photography is so much more than just taking pictures. It develops conceptual skills and technical expertise but also teaches how to collaborate with others.

- Curiosity, courage, and self-organization. Traveling can prove you're not afraid of stepping outside your comfort zone and learning new things. And flexibility and adaptability are among the most important workplace personal traits.
- Never mind the book you read. Reading shows you follow your passions. Reduce stress and helps maintain work-life balance.