

ISHA NAHAL

Brampton, ON L6P 3Y2 | 647-923-9004 | ishanahal244@gmail.com |

Highly capable and motivated health & safety professional with superior analytical and problem-solving skills. Possesses extensive knowledge of management skills to excel the tasks assigned. Fully committed to performing groundbreaking administration & research in an environment that fosters ingenuity and creativity. Understanding of universal laboratory safety procedures and data storage protocols.

SUMMARY OF SKILLS

- Capable of analyzing large amounts of statistical data and using results to help companies and organizations recognize and understand trends.
- High level of education and training ensures that I can perform the essential functions needed in the occupational health & safety horizon.
- Have skills and experience with databases, including manual data entry.
- Event scheduling, training coordination, training delivery and recordkeeping.
- Time-management, multitasking, attention to detail, flexibility and the ability to meet deadlines.
- Comfortable interacting with computers, databases, software systems, and other common technological devices in the organizational setting.

CORE COMPETENCIES

- Manage annual updates of health, safety and environmental manuals.
- Fully capable of administering and preparing reports and statistical analysis to support the health and safety management system.
- Comfortable to train employees on safety, company policies and procedures, and regulations pertaining to employee safety.
- Eager to create innovative methodologies that ensure compliance with all federal and provincial regulations and guidelines.
- Advanced expertise in documentation, auditing, report creation and records management.

RELATED SKILLS AND EXPERIENCE

- Lead/participated in incident investigations and follow-ups, including corrective actions and lessons learned.
- Assisted with modified duty and post-injury return to work program.
- Capable to Develop and deliver training, including safety orientations.
- Achieve and maintain the train-the-trainer or authorized facilitator certification to be able to deliver in-house training sessions such as First Aid, Transportation of Dangerous Goods (TDG), Workplace Hazardous Materials Information System (WHMIS), etc.
- Completed a first aid instructor program in 2018.

EDUCATION & LICENSING

Medical Laboratory Professionals Association of Ontario (MLPAO) Certificate of Medical Laboratory Technician, ON, CA, 2024

Diploma in Occupational Health & Safety Certificate Program, Seneca College, 2022

PG Diploma in Personal Support Worker Program, Toronto, ON, CA, 2017

Master's Degree (Hons.) Zoology/Health Sciences, Guru Nanak Dev University, India 2016 : Evaluated from WES.

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PG Diploma in Medical Laboratory Technician Program, India 2015. Evaluated from WES

Bachelor's Degree in Biotechnology, Guru Nanak Dev University, India, 2014: Evaluated from WES.

PG Diploma in Personal Support Worker Program, Toronto, ON, CA, 2017

Standard First Aid/CPR-HCP, St. John's Ambulance, Toronto, ON.

MLT License, India

Research Project Under Aquatic Biology(Fisheries) submitted to and evaluated by UHN(United Health Network), Canada, 2018

Research Project in human genetics and Microbiology submitted to and evaluated by UHN, Canada, 2018.

**All International Degrees evaluated into Canadian Course-by-Course evaluation.*

WORK EXPERIENCE

DIGITAL SUPPORT SPECIALIST (CAM).

407ETR CONCESSION COMPANY, WOODBRIDGE, ON. 2023

- CREATE AND LINK LICENSE PLATES TO THE RESPEC ACCOUNTS.
- MANAGE THE ACCOUNTS AND REPO TO THE MANAGER ON DAILY BASIS.

CUSTOMER DOCUMENTATION & TRANSPONDER MANAGEMENT(CDTM) ADMIN

407ETR CONCESSION COMPANY, WOODBRIDGE, ON 2022-2023

- Scan, process and document Personal and business Transponder requests.
- Manage daily logs and counts for usage of transponders.
- Report to manager all the clerical activities including proactive exchanges, TLA's, etc.
- Expert handling of data and accurately handle task lists on daily basis using appian and peoplesoft.

FACILITIES ADMINISTRATOR

407ETR CONCESSION COMPANY, WOODBRIDGE, ON 2021-2022

- Reported to Director of Health, Safety & Environment for all visitor information and declaration logs
- Supervised Covid 19 Declaration forms for all incoming visitors handled by screening officer
- Managed monthly, weekly and daily audits for historic access for individual employee
- Maintained records of health & safety datasheets
- Supervised security & screening officer with all the access reports, security cameras, building accesses using hurricane software systems
- Created and maintained Purchase Orders for approx. 500 vendors including receiving and processing.
- Administered building access requests and security passes for 5 different locations including the main head office at Woodbridge.
- Documented findings on MS Word, Salesforce & Excel and reported to director of Facilities Management @ 407 ETR Concession Company
- Performed data maintenance tasks of input, retrieve and updating of information for IT Service now portal
- Assisted with organizing and presenting data collected
- Work closely with team to ensure that all information gathered is ethical

SECURITY, SCREENING & MEDICAL SUPERVISOR

EXECUTEK INTERNATIONAL,, ON 2018 – 2021

- Co-ordinated, assigned, reviewed, and reported on building team performance

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- Created security access badges and maintained regular checks in individual doors using hurricane security systems
- Created & maintained temporary access badge loans records, visitor logs, lost & found directory
- Run Historical audit reports, reader specific reports, etc.
- Did daily Incidental Reports and submitted to Manager.
- Provided great customer service to visitors on daily basis.
- Planed, organized, conducted, and assessed training and supervisory actions for shift exchange officers.
- Recorded visitor declaration logs for Health, Safety & Environment records.

PERSONAL SUPPORT WORKER

ST. JOSEPH HEALTH CENTRE, TORONTO, ON

2017-2018

- Patient medication and diet documentation.
- Assisted patients with ADLs.
- Reported health and safety declaration documents to RN, RPN, LPN, Doctor.
- Attend seminars and conferences on weekly basis.
- Documented daily case reports including incident reports, restraint monitoring, etc.

BIOTECHNOLOGY TECHNICIAN /BIOTECH ANALYST

SHOOR SUPER MULTISPECIALITY HOSPITAL, PUNJAB, INDIA

2014-2015

- Executed and performed testing as per methods independently, following the hospital's guidelines
- Kept all records and notebooks in good order. Prepared reports and recorded data in timely manner. Recorded sample data into system and compared records for changes
- Ensured that work order documentation is complete in every respect and all results are entered into Electronic Laboratory Information System before submission to senior researchers
- Run ELISA, SDS-PAGE, Gel Electrophoresis, TL Chromatography on daily basis
- Maintained records and reported to supervisor in Blood Bank
- Sampled collection and processing on daily basis
- Received, gathered, interpreted and analyzed robust information and improved the areas as per client needs on day-to-day basis

MEDICAL LABORATORY TECHNICIAN

FORTIS ESCORTS HOSPITAL, PUNJAB, INDIA.

2015-2017

- Receiving, analyzing and processing samples including blood, urine and tissue on daily basis.
- Expertise in using and maintaining laboratory equipment including microscopes, centrifuges and Automated cell counters.
- Reported to the manager with all the data received on daily basis.
- Conducted tests on new experimental processes.
- Documented procedures, Prepared invoices and maintained notebooks.
- Proper knowledge of standard safety and universal precautions to be followed during specimen handling.

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BLOOD BANK SAMPLE PRESERVATION AND PROCESSING ASSOCIATE

FORTIS ESCORTS HOSPITAL, PUNJAB, INDIA

2013-2014

- Conducted donor registration and confidential screening to determine eligibility and consent
- Assisted in the collection of whole blood and blood components, in accordance with health and safety standards
- Monitored patients for safety and comfort, providing post donation care and instructions
- Promoted a positive donor/patient experience through exceptional customer service and respect for privacy
- Performed viral marker testing to ensure patient safety

VOLUNTEER/INTERNSHIP EXPERIENCE

St. Johns Ambulance, Toronto, ON 2017-2018

Medical Officer @ Rogers Centre, Enercare Centre, Exhibition place, Toronto, ON.

REFERENCES:

1. Name : Jeff White
Title : Director of Facilities Management
Company: 407 ETR Concession Company, Woodbridge
Contact: 416-276-1339
Email : jwhite@407etr.com

2. Name: Leo Manos
Title : Area Manager
Company: Executek International
Contact: 416-618-4578
Email: leomanos@executekinternational.com

3. Name : Danika McPherson
Title : Nurse Supervisor and Trainer
Company : St. Joseph Health Centre, Toronto
Contact: 416-530-6000

4. Name: Dr. Suraj Shoor
Title: MD Internal Medicine & Senior Surgeon
Company: Shoor Multi Super Speciality Hospital
Contact: +91-9815357766, +91-9872355500
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5. Name: Dr. Anil Khan
Title : DM Cardiology
Company: Shoor Multi Super Speciality Hospital
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