

Sashi Lata

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CAREER OBJECTIVES

Seeking a responsible and challenging career to contribute to the organisations growth offering advancements.

SKILLS SUMMARY

Ability to work well and always wanting to be a team player with good interpersonal skills. Excellent communication- verbal/written. Able to work with no or minimum supervision. Work well independently and also a team player. Fast learner and always looking for ways to improve current load.

EDUCATION

Fiji School Leaving Certificate-High School

University of the South Pacific (majoring in Chemistry and Food & Nutrition)

Certificate in Computing

WORK HISTORY

DEC 2018-MAY 2019 UC Davis-Senior Food Service Worker (Temporary Employment Services)

Opening AM Salads, customer service, Food Preparation and display. Salad Dressing, Yogurt and beverages refill. Fruits pre-cut. Food and Fruit Temperature measurements and recording it in HASSAP Log. Preparation and serving of morning Salads to 5000 to 6000 UC Davis staff and students. Sanitization and cleaning of work area.

NOV 2016-APRIL 2017-Vision Service Plan One Laboratory

Perform variety of tasks relating to lab operations and production in finish department. Perform most of optical lab technician level II duties which includes marriage table (assist in efficiently moving work through the department), central breakage, deblocking, manual blocking, coding and shipping.

APRIL 2011-SEPT 2015 Databank IMX-Data Entry Operator

Convert paper documents into electronic format. Handle paper documents in a timely manner. Perform scanning and data entry of companies including in Health Care, Education, Government, Finance and manufacturing. Prepping and scanning of documents. Organization of files in detail, handling multiple tasks while working in a production environment.

NOV 2012-JUNE 2013 Vision Service Plan-Data Entry Operator

(working under the banner of Databank for VSP on a special project)

Perform data entry of materials from source documents to a computer database. Ensure accuracy and completeness of data.

JAN 2007-DEC 2008 Ba Mission Hospita-ILab Assistant and Housekeeping

Creating profile of patients by entering personal details in a folder. Labelling and storing blood samples of patients. Proving assistant to nurses in sorting out blood, urine and stool samples. Bookkeeping and filing. Assisting in housekeeping, room cleaning, folding and restocking linens, general housekeeping duties of dormitory rooms. Perform cleaning, housekeeping and/or general maintenance duties in buildings including offices, labs, clinics, patient areas, restrooms, lounges, hallways, and other designated areas.

JAN 2005-DEC 2006 Labasa Hospital-Food Service Assistant

Perform full range of kitchen, customer areas, and cleaning tasks. Wash pots, dishes and equipment by hand. Use handtools to sweep, mop, clean bathrooms, dust, polish silverware and vacuum. Perform job responsibilities, individually and in groups. Provide assistance to cook in food preparation.

SKILLS

Working knowledge of Microsoft Office applications including Microsoft Word and Excel. Data entry of 6000 keystrokes/hour. Willing to learn any other program necessary to advance in any profession.