

# Navneet Kaur

📍 8414 260<sup>th</sup> Street, Floral Park, NY 11001 📞 516.728.1341 ✉ nkaur0622@gmail.com

## EDUCATION

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### NYC College of Technology

*Dental Hygiene – Associate Degree*

**Brooklyn, NY**

*May 2018*

## LICENSE/CERTIFICATIONS

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### NYC College of Technology

*New York State License in Dental Hygiene*

**Brooklyn, NY**

*July 2018*

### NYC College of Technology

*New York State Local Infiltration Anesthesia and Nitrous Oxide Analgesia*

**Brooklyn, NY**

*July 2018*

### NYC College of Technology

*Certified in Identifying and Reporting Child Abuse Maltreatment*

**Brooklyn, NY**

*February 2018*

### NYC College of Technology

*Collaborative Institutional Training Initiative*

**Brooklyn, NY**

*September 2017*

### American Red Cross

*Basic Life Support for Healthcare providers in CPR and AED*

**Manhattan, NY**

*August 2016*

## PROFESSIONAL EXPERIENCE

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### JP Morgan Chase

*Consultant*

**New Hyde Park, NY**

*February 2014- January 2018*

- Handled and processed large cash transactions
- Reconciled several general ledgers for large cash processing
- Prepare, capture and further balance RBO check transactions ensuring customers' accounts are credited in timely fashion
- Research and resolve PRT cases daily.

### Dental Office Attendant

*Secretary*

**Forest Hills, NY**

*May 2013 – November 2013*

- Booked and contacted appointments with patients.
- Pull and organize patient files before and after each appointment
- Contact insurance companies regarding coverage and payment plans

## SKILLS

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**Technical Skills:** Dentimax | Sierra Balancing | Back Counter

**Language Skills:** Punjabi | Hindi | English