

DIANA AKHIAZAR

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Professional Profile

Summary of Qualifications

- Graduated with Honors from Red River College with a certificate in Human Resource Management
- Knowledge of workplace safety and health. Ability to create newsletters, emails, and documents.
- Highly motivated and hard-working, ready to learn and grow with a company.
- Excellent written and verbal communication skills to effectively connect with parents, and other team members.
- Ability to conduct workshops and training for employees.
- Motivated and outgoing individual ready to learn and apply skills.
- Able to travel for the job with a class 5 driver's license.

Education

- Early Childhood Educator Level II
Assiniboine Community College
Expected date to finish June 2021.
Specific Courses: Child Development, Curriculum Development, Children with special needs, Documentation, Leadership, and teamwork, understanding child Abuse, Health and Safety, Guiding Children's Behavior and Building Partnership, School Age-Care.
- Human Resource Management February 2013
Red River College, Winnipeg Manitoba

Specific Courses: Recruitment and selection, Training and Development, Labor Relations, Collective Bargaining, Employment and Labor Law, Managing Change, Negotiating Skills, Occupational Safety and Health, Organizational Development
- Child Care Assistance January 2012
Red River College.

- Bachelor of Arts
University of Peshawar NWFP, Peshawar Pakistan

April 1996

Work Experience

Home Care Owner March 2012 – Currently

Government of Manitoba Child Care Services, Winnipeg Manitoba

- Knowledge of health and safety regulations and childcare needs to provide a positive and safe childcare experience.
- Knowledge of creating and implementing curriculum.
- Familiar with Manitoba childcare licensing process and their standards and Regulations.
- Familiar and comfortable with the effective interview process, forms and procedures for the organization.
- Effective management skills with bookkeeping and data entry for finances and annual reports.

Bank Teller September 2004 - March 2012

Bank of Nova Scotia, Winnipeg, Manitoba

- Providing customers with account services with deposits, cashing checks, issuing savings withdrawals and other services
- Inspected and ensured property and safety equipment was compliant with the health and safety standards to guarantee and prevent workplace injuries.
- Organized meeting, proposed ideas, and information about the standards to guarantee all workers follow procedures and ensure everyone's well-being.
- Processing and calculating financial transactions, producing receipts, and scheduling appointments for the clients.

Child Care Provider March 2002 – July 2002

St Anne's Day Nursery Inc, Winnipeg, Manitoba

- Demonstrate the ability to create circle time activities for children.
- Self-motivated and able to proficiently complete tasks to allow for better time management and efficiency in the company.
- Skilled in handling complaints and strong problem-solving ability to troubleshoot client issues and provide a solution.

- Ability to provide safe and secure environment for children to explore their surroundings.

Additional Training

- Emergency First Aid Trained & CPR Certified, Winnipeg, Manitoba
- Willing to take class 4 license.

References

References are available upon request.