

KAWALJEET KAUR

Finance & Administration Professional

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PROFESSIONAL SUMMARY

Finance and administration professional with over seven years of experience in financial operations, reporting, records management, and compliance. Skilled in accounts receivable and payment processing, budgeting support, confidential record-keeping, and advanced Microsoft Excel, with a consistent record of accuracy in deadline-driven environments. Holds an MBA and a Master of Commerce, and is eager to bring precise, reliable financial and administrative support to the energy and corporate sector in Calgary.

CORE COMPETENCIES

Financial Operations • Accounts Receivable & Payable • Payment & Cash Processing • Financial Reporting • Reconciliation • Budgeting Support • Records & Document Management • Regulatory Compliance & Confidentiality • Data Entry & Database Management • Advanced Microsoft Excel • Cross-Department Collaboration • Customer Service • MS Office (Word, Excel, Outlook)

PROFESSIONAL EXPERIENCE

Student Finance Coordinator

MCG Career College | Calgary, AB | Sep 2023 – Present

- Maintain confidential financial records and accounts in line with privacy and institutional standards, ensuring accuracy and data security.
- Process payments and manage tuition, fees, and payment plans across a large and varied client base.
- Build financial plans and advise on budgeting, funding, and debt reduction.
- Partner across departments to resolve financial issues and improve day-to-day operations.

Student Admissions Advisor

Heritage College | Calgary, AB | Jun 2022 – Sep 2023

- Maintained accurate records and produced management reports from the client database.
- Processed loan and funding applications end to end — document collection, verification, and submission.
- Advised on program options, eligibility, costs, and available financial services.
- Drove outreach and coordinated information sessions, interviews, and orientation programming.

Financial Office Assistant (Volunteer)

Prospect Human Services Society | Calgary, AB | Jun 2022 – Mar 2023

- Supported daily administrative operations, including filing, data entry, and document management, handling sensitive information with discretion.
- Completed records and reporting tasks accurately using Microsoft Office (Word, Excel, Outlook).

Administrative Support, Lounge Services

Swissport | Calgary, AB | Jan 2022 – Apr 2022

- Processed payments and cash transactions accurately, following established banking and financial procedures.
- Resolved customer issues with strong problem-solving and conflict resolution, supporting high satisfaction.

Office Assistant

Shaheed Bhagat Singh Senior Secondary School | Punjab, India | Aug 2017 – Aug 2021

- Managed accounts, financial files, invoices, and bank transactions, handling confidential information with discretion.
- Prepared financial reports and supported budgeting and record-keeping.
- Coordinated daily office operations, including scheduling, enrollment, and registration.

EDUCATION

Master of Business Administration (MBA), Marketing

Lovely Professional University | 2017

Master of Commerce (M.Com)

PROFESSIONAL DEVELOPMENT

Empowering Youth Through Employment (EYE) — The Immigrant Education Society, 2022