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| **DOCTOR Professional-BDS** |
| Position Applied For Administrative Role, Treatment Coordinator, voice process, tutor, assistance role, calls management, front desk, customer and accounts related services.  |
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| **Personal Profile:****SRI KARUNA SANKKARY G****Tel +971589268487****DUBAI(U,A,E)**C:\Users\Albanna\Downloads\IMG-20170311-WA0000.jpg **Email:** drsrilovely02@gmail.comNative address:02,Narayanan Nagar,Pallikaranai,Chennai-100TamilNadu- India.Tel:+91 9884733762 (INDIA)0558605150 Personal Data:Gender : FemaleDate of Birth :02-01-1991Marital Status : MarriedNationality : Indian Passport No :N0806879Expiry Date :28/06/2025**Languages Known:*** English --- Good
* Tamil --- Good
* Malayalam --- Good
* French --- Moderate

**Visa status:**Permanent visa**Date of Join.**Avail to join Immediate | **3 YEARS 2 MONTHS RELEVANT EXPERIENCE:****Academic Details:** * Bachelor of Dental Surgery in from Sree Balaji Dental College & Hospital. Chennai, TamilNadu- India
* H.S.C from Alpha Higher Secondary school,Chennai,Tamilnadu-India
* S.S.L.C from Alpha Higher Secondary school,Chennai,Tamilnadu-India

**Area of Exposure:** * Handled various cases well versed in apps handling and social media including marketing strategies.
* Assisted in various profit maintenance conditions and situations
* Managed Overall aspects in hospital single handedly including patients, their treatments and Administration.
* Advised clients regarding treatment modalities, coordination and needs.
* Administration including calls, Appointments Fixations, management of new & Old Patients, Profit maintenance and etc.

**Organisational Experience:** * December 2014 to October 2016 : Dr.Prabhu’s Dental Studio
* April 2013 to November 2014: Dentakings Dental Clinic.

**Seminars presented :**Had presented various seminars out of which few one are listed below* Fixed Functional Appliances
* Crown and Bridges
* Maintenance of Oral Hygiene.

**PERSONAL PROFILE / PERSONAL ATTRIBUTES:**Extremely reliable and dependable - analytical and questioning, strives for quality.* Adaptable and flexible; well-organized planner and scheduler.
* Seeks new responsibilities, initiative & self-sufficient.
* Completer-finisher; checks and follows up - immaculate record-keeper.
* Critical thinker - strong analytical skills; accurate and probing

**DECLARATION :** I hereby declare that the above information provided are true to the knowledge and belief. Am also confident of my ability to work as a team and contribute my best for the development of the Organization.Place: Yours faithfully,Date:  **(Sri Karuna Sankkary)** |