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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.com Native address: 02,Narayanan Nagar,  Pallikaranai,  Chennai-100  TamilNadu- India.  Tel:+91 9884733762 (INDIA)  0558605150 Personal Data: Gender : Female  Date of Birth :02-01-1991  Marital Status : Married  Nationality : Indian  Passport No :N0806879  Expiry 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)** |