



# **Dr.Keerthi Thumaty**

**Dental Surgeon & Oral Implantologist |**

**Clinic Manager |**

**IELTS Trainer, Business English & Soft skills Coach**

## **Objective**

*Seeking a career as a Health care Manager in an organization wherein I will be able to use my Clinical knowledge, communication skills & experience to grow with the organization and become a valued team member.*

*I myself being a Doctor & an assertive Clinical Operations Manager possessing an impeccable command over English, I possess the right mix of clinical and operational experience with a passion to help drive a business forward.*

## **Professional Summary**

### **As a Dentist & Oral Implantologist:-**

*Extensive expertise in performing procedures such as Implant placements , Prosthetic preparations & restorations , Extractions, GIC and Composite restorations , Teeth whitening & Ultrasonic and Hand scalings etc.*

### **As a Clinic Manager :-**

- *Identification of opportunities to optimize available resources and develop solutions to improve efficiency and achieve performance objectives of the organization.*
- *Ensuring the delivery of quality and compassionate customer service to each patient.*
- *Improvement of staff retention through communications, training, performance management and effective employee relations practices*
- *Development of strong working relationships at all levels to create a collaborative team environment.*
- *Planning of successful marketing activities including community events and school screenings.*
- *Skilled team player who understands the importance of collaborative care for the best treatment outcomes for patients.*

## Work Experience

### ***General Dentist & Clinic Manager :- Goodwill Dental Clinic, Chennai***

***(Jan 2016- Feb 2018)***

#### **Roles & Responsibilities :-**

- ❖ *Undertake all dental procedures such as Crown & bridge preparations ,Extractions, Impactions , Oral Prophylaxis, Root canal treatments, Restorations etc.*
- ❖ *Oversee daily activities and provide direction and guidance to staffs as needed.*
- ❖ *Ensure the delivery of quality dental care to patients by taking their feedback..*
- ❖ *Ensure that patient appointments, cancellations and last-minute adjustments are handled properly.*
- ❖ *Manage patient scheduling and direct patient traffic flow.*
- ❖ *Manage specialist referral process.*
- ❖ *Determine staff schedules and ensure operational standards are met.*
- ❖ *Assist in budget preparation and expense management activities.*
- ❖ *Organize and oversee supply purchases, equipment upgrades and operations expenses*
- ❖ *Oversee the accounts.*
- ❖ *Develop and support marketing and promotion initiatives.*
- ❖ *Maintain patient data according to regulations and company policies*
- ❖ *Ensure that records are stored securely and in compliance with privacy and security regulations*
- ❖ *Take responsibility for the appearance and functionality of the office.*
- ❖ *Maintain facilities and equipment in accordance with hygiene and safety regulations.*
- ❖ *Identify areas of improvements and concerns and implement appropriate corrective actions.*

### ***Oral Implantologist :- Saveetha Dental College, Chennai ( May 2014 – Apr 2015 )***

- ❖ *Placed 30 Implants which included procedures involving Ridge splits, Ridge expansions & Indirect Sinus lifts*
- ❖ *Performed 70 Implant Prosthetic restorations.*

### ***General Dentist & Clinic Manager:- Shifa Dental Clinic, Hyderabad (May 2012 –Dec 2013)***

#### **Roles & Responsibilities :-**

- ❖ *Perform procedures such as Extractions, Root canal treatments, Restorations, Ultrasound scalings , making impressions etc.*
- ❖ *Oversee front desk operations.*

- ❖ *Manage patient scheduling and expedite patient flow through the practice.*
- ❖ *Explain treatment plans and payment options to patients.*
- ❖ *Address and resolve patient concerns in a timely and professional manne.*
- ❖ *Review patient records to ensure accuracy*
- ❖ *Monitor accurate and up-to-date billing of patients*
- ❖ *Ensure correct storage of patient records.*
- ❖ *Manage procurement of supplies and inventory for the Clinic.*
- ❖ *Manage schedules for procedures.*
- ❖ *Establish collaborative working relationships and provide support to all staff*
- ❖ *Train and develop staff to meet individual needs and operational objectives.*
- ❖ *Hold staff to highest standards of integrity by monitoring adherence to all safety protocols.*
- ❖ *Co-ordinate staffing needs and recruit staff as needed*
- ❖ *Develop and support marketing activities*
- ❖ *Ensure operational readiness and presentation of the Clinic*

***Internship :- Sri Sai college of Dental Surgery, Vikarabad ( Sep 2010 – Sep 2011 )***

*Undertook various clinical procedures encompassing all the 8 specialties in Dentistry which includes -*

- ❖ *Posting at ESI Hospital, Hyderabad,*
- ❖ *Conducting Community dental checkups at Tandur & Chevella, Telangana.*
- ❖ *Conducting Pedodontic Oral health check-ups at Zilla Parishad High School, Vikarabad, Telangana.*

**TEACHING:-**

***IELTS Trainer, Business English cum Soft skills Coach ( Sep 2018 – Present )***

- ❖ *Scored a CLB9 in both the formats of the IELTS exam (Academic & General) and have been working as a freelancer with many immigration firms in Hyderabad, wherein I single-handedly superintend the IELTS test preparation by designing the course module(s), training the students, conducting examinations and evaluating test results.*
- ❖ *As a Business English & Soft skills coach, I help professionals improve their job performance and secure future career opportunities by advancing their communication skills in English.*

***Dental Tutor :- ZIMS Academy, Hyderabad ( Jan 2013 – Dec 2013 & Sep 2018 - Sep 2019 )***

- ❖ *Having achieved distinctions throughout my academics, with an extensive command in all the Dental subjects, I successfully tutored dental students in helping them achieve extraordinary results.*

## Awards



2007

Stood **THIRD** among the college(SSCDS) **1st year BDS University exam**



2010

Awarded **The Best Seminar Award** by **The Facial Plastic Surgery Centre(SSCDS)** for the topic "**Oro-antral communication**"



2010

Obtained **Distinction in Oral and Maxillofacial surgery -Final year BDS University exam**



2015

**FIRST** in the **Implantology PG category** in **"SHOWCASE-2015 :- International Case Reports Conference"** for presenting 2 case reports

## Achievements



Won **3 certificates** consecutively for clearing the **All India General Knowledge Test** Conducted by **The USO, Indian National Commission of UNESCO**



Achieved **CLB 9 in both formats of the IELTS exam (Academic & General)**. Bagged a perfect **9 Band in the Speaking module**



Contributed to the **India Smiles Campaign-2015** having screened over a lakh school children in a single day ,establishing a **NEW WORLD RECORD**, acknowledged by **The Guinness book of World Records**



Awarded the title of **ASSOCIATE FELLOW** by the **Foundation of Oral Rehabilitation**

## Education

❖ **Fellowship in Oral Implantology**

*Saveetha Dental college, Chennai - (May 2014 - Apr 2015 )*

❖ **Bachelor of Dental Surgery (B.D.S)**

*Sri Sai College of Dental Surgery, Hyderabad – ( July 2006 – Sep 2011)*

*(Dr.N.T.R University of health sciences )*

**Total aggregate – 70.33%**

❖ **Board of Intermediate Examination (A.P)**

*St.Thomas Junior college ,Hyderabad - (June 2003 – Mar 2004)*

**Total aggregate :- 92%**

*(Scored 96 % in Botany ,Zoology , Chemistry )*

❖ **Board of Secondary Education (A.P)**

*Rosary Convent High School,Hyderabad - (June 2002 – Mar 2003)*

**Total aggregate:- 85 %**

*(Scored 97 in Mathematics and 92 in Science respectively)*

## Additional Skills

*Well equipped with technical skills including Microsoft Office such as MS-Word, MS-PowerPoint, etc. along with superior typing efficiency.*

## Personal Details

❖ **Full Name :- Keerthi Thumaty**

❖ **Date of Birth – 01-April - 1988**

❖ **Nationality :- Indian**

❖ **Martial status :- Married**

❖ **Contact number: - +917013057565, +919949011968 ( Whatsapp )**

❖ **Email id: - [dr.keerthithumaty@gmail.com](mailto:dr.keerthithumaty@gmail.com)**

❖ **Address :- 11-4-634/C-204, VenkataRamana Apts, A.C Guards, Hyderabad-500004,Telangana,India.**

❖ **Languages known :- English, Hindi & Telugu :- Native / Bilingual Proficiency  
Tamil – Working level Proficiency**