**Cover Letter**

**RABINDRA.332869@2freemail.com**

To Kind Attention:

Human Resources Department,

Dear Sir/Madam,

It is with pleasure I take this opportunity to forward myself for your kind perusal. On the accompanying CV, I have set out those of my qualification and experiences, that I am sure will help you most in considering my application.

Should an interview be result of this application I will be prepared to elaborate further or forward my credentials, should the need arise. I appreciated your kind help.

I would like to thank you for your time and look forward for any reply.

Yours truly,

**Rabindra**

**RABINDRA**

***POST APPLY FOR: Dental Hygienist/Dental Allied Healthcare (DHA)***

 **PROFESSIONAL PROFILE:**

 Seeking a challenging position with a progressive organization that will effectively utilize my knowledge and expertise, where I can grow with the organization and prove to be an asset for its effective functioning, be a team player for the achievement of organizational goals and its success.

**KEY SKILLS:**

* Flexible and supportive team player with the ability to work to tight timescales
* Excellent verbal and written communications skills
* Capacity to work on own initiative as demonstrating a high level of team contribution
* Capable of managing stress as well as remaining calm under pressure
* Quick thinker and learner with the ability to multi-task.

 **EDUCATIONAL ATTAINMENT:**

* **Dental Hygienist Dental Allied Healthcare Approved from Dubai Health Authority(DHA)**
* **Dental Hygienist from Council for Technical Education and the Vocational Training (CTEVT) Kantipur School of Dentistry collage Kathmandu Nepal in 2003.**
* **Professional Certificate Level from National Institutes of open schooling New Delhi India**.

 **COMPUTER KNOWLEDG:**

* Basic computer knowledge such as MS word, MS excel email and internet.

 **WORKING EXPERIENCE**

* Worked at **Himal Dental Hospital& Institute of Dental Science** Kathmandu Nepal from 1st May 2010 to 30th June 2016.
* Worked at **Damak Hospital of Dental Department** from 1st January 2008 to 21th April 2010.

 **DUTIES AND RESPONSIBILITIES**

* providing dental health education about tooth care and diet
* removing plaque and calculus by scaling and polishing teeth
* taking impressions and/or dental radiographs of teeth
* applying prophylactic/antibacterial materials, fissure sealants and topical fluorides to help prevent tooth decay
* carrying out screening and monitoring procedures
* treating and helping to prevent gum disease
* ensuring that sterile conditions are maintained
* offering advice and encouragement to patients
* working closely with and under the instruction of dentists
* using a range of dental instruments
* keeping up to date with new developments within the profession and maintaining patient dental records

**PERSONAL INFORMATION**

* + Nationality : Nepalese
	+ Date of Birth : 21 Sep 1980
	+ Address : Dharan Sunsari, Nepal
	+ Marital Status : Married
	+ Sex : Male
	+ Language : **English, Nepali & Hindi**

**PASSPORT DETAILS**

* **Passport Issue : 30th Oct 2015**
* **Passport Expiry : 29th Oct 2025**

I hereby certify that the above information mention is true and correct to the best of my knowledge and belief.