

Sofya

[Sofya.337321@2freemail.com](mailto:Sofya.337321@2freemail.com)

General Practitioner Dentist

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| * **Oral Surgery**   + Emergency Facial Operations   + Purulent Facial Surgery   + Teeth Extractions | * **Therapeutic Dentistry**   + Treatment of detergent tissues of teeth and their complications (caries, pulpitis, periodontitis)   + Treatment of parodontium tissues |

Driven by the passion to serve kids, families and communities. My personal mission is on delivering high quality care with a best in class patient experience. Learning never ends for me and having fun at work with coworkers and patients is important to me; by end of day, the smile is what we care about.

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|  | Professional Experience |  |

Dental Clinic Supervisor, Feb, 2016 – May 2016

Tajmeel Dental Center (HQ) – Abu Dhabi, United Arab Emirates

Orchestrate between front office and dentists and ensure all processes and procedures are followed properly by staff. Manage all dentists schedule and align with appointments. Resources mobilization if needed.

GP Dentist, May, 2016 – Sep, 2016

GP Dentist, Sep, 2011 – Mar, 2015

Sheri & Co. Clinic – Almaty, Kazakhstan

* Able to perform preventive, curative maintenance general dentistry functions
* Perform other specialty procedures
* Administer local anesthesia &/or pre medication, perform oral surgery
* Identify & document all pertinent dental billing information such as examinations, treatment of lesions/ abnormalities etc.
* Trains dental assistants & coordinate clinic operations in absence of the Head Dentist
* Assumes responsibility for clinical competence & professional development
* Prepares patient for dental treatment by welcoming, and comforting patient.
* Provides information to patients and employees by answering questions and requests.
* Able to perform preventive, curative maintenance general dentistry functions
* Perform other specialty procedures
* Administer local anesthesia &/or pre medication, perform oral surgery
* Identify & document all pertinent dental billing information such as examinations, treatment of lesions/ abnormalities etc.
* Trains dental assistants & coordinate clinic operations in absence of the Head Dentist
* Assumes responsibility for clinical competence & professional development
* Keeping up-to-date with developments in dentistry
* Working with a medical nurse and a medical receptionist

Internship Program (1 year) in University as a GP Dentist “Post Graduate”

Kazakh National Medical University – Almaty, Kazakhstan

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|  | Education & Credentials |  |

**Bachelor of Science Degree, Dentistry (BDS)**, 2011

Kazakh National Medical University – Almaty, Kazakhstan•Pass

**High School, Scientific stream, Arts, Music, Sports**, 2002

Gymnasium #38 High School – Ust-Kamenogorsk, Kazakhstan •Pass

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|  | Languages |  |

* English | Fluent spoken and written
* Russian | Fluent spoken and written

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|  | Knowledge & Skills |  |

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| * Expert in MS Office applications (word, excel, outlook, PowerPoint, Access) | * Presentations content preparation and presenting skills |
| * Internet research literate | * Communication skills |
| * Public health and Charity treatment | * Ability to work long hours and under pressure |

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|  | Hobbies & Interests |  |

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| * Cookery * Roller-skating * Music and Arts * Reading | * Russian classic literature * Culture exposure * Professional photography * Biking |