

|  |
| --- |
| **Nibin**  Email address: [nibin.383014@2freemail.com](mailto:nibin.383014@2freemail.com) |

**OBJECTIVE:**

Bachelor of Dental Surgery graduate, seeking to leverage acquired academic knowledge and work experience to effectively perform in a suitable position. A dedicated worker aiming to help achieve company goals and take on more responsibility as quickly as possible. Ability to work independently with high motivation towards new knowledge and a good team worker with evidence by my excellent performance during internship and the university.

**WORK EXPERIENCE:**

**3 Years of Professional Experience**

**DENTIST**:   
PRIME DENTAL CARE

ARANMULA, KERALA, INDIA

**Duties & Responsibilities**

* **Dental Clinic Administration**
* **Perform Dental Treatment**
* **Data Entry of patient Records**
* **Dental Clinic Store Management**
* **Dental Assisting**

**Relevant Skills**

* **Electronic Data Processing Knowledge**:

Excellent in Microsoft Office Program:

* MS Word: Excellent skills in editing typing and maintaining documents.
* PowerPoint presentations: Extra ordinary skills in creating power point presentations.
* Excel Spreadsheets: Good in using MS Excel skills. Excellent skills to create and maintain Excel sheets on daily basis.
* **Office Administration**

Manage day to day Dental Office affairs which needs Time management, Organization skills as well as strategic planning

* **Clinic Store management**

To review the Dental material stockings accordingly.

* **Communication Skills**

Managing Patients for more than 2 years. Have adequate patient management skills.

**EDUCATIONAL BACKGROUND:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Examination Passed** | **Year of Passing** | **Board/University/**  **Institution** | **Principal & Subsidiary Subjects** |
| **1.** | 10TH | 2007 | KERALA BOARD | GENERAL |
| **2.** | HIGHER SECONDARY | 2009 | KERALA BOARD | SCIENCE |
| **3.** | BACHELOR OF DENTAL SURGERY | 2014 | MAHATHMA GANDHI UNIVERSITY | DENTISTRY |

**LANGUAGES:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Language** | **READ** | **WRITE** | **SPEAK** |
| **1** | ENGLISH | YES | YES | YES |
| **2** | MALAYALAM | YES | YES | YES |
| **3** | HINDI | YES | YES | YES |
| **4** | TAMIL | NO | NO | YES |

**PERSONAL INFORMATION:**

**Gender**: Male  
**Nationality**: Indian  
**Marital Status**: Married  
**Date of Birth**: Nov 3, 1990

**Driving License**: 4wheeler license from India

**Visa status**- visiting visa expiring on November 2018

**References:**will be provided on demand