***CURRICULUM VITAE***

**Gulfjobseeker.com CV No:** **1305180**

**Mobile +**971505905010 / +971504753686

To get contact details of this candidates

Submit request through Feedback Link

<http://www.gulfjobseeker.com/feedback/submit_fb.php>

|  |
| --- |
| ***Personal Details:*** |

Date of Birth : 08-06-1985

Marital Status : Married

Nationality : U.S.A

|  |
| --- |
| ***Educational Qualifications:*** |

**[2014]**

**Qualification: DHA Eligibility Letter**

 [**2004 – 2009**]

**Qualification: D.D.S - Dentistry**

**Ajman University of Science & Technology (AUST) – Ajman, U.A.E**

[**2003**]

**Qualification: High School (Graduated 12th Grade)**

**Dubai International School (DIS) – Dubai, U.A.E**

|  |
| --- |
| ***Computer Qualifications/Skills:*** |

MS Office (including Word, Excel, PowerPoint), Internet Research & all domestic office routines.

|  |
| --- |
| ***Work Experience:*** |

 **[2011]- Part Time (March-August)**

**Liberty Medical Group**

**Position: Quality Control Manager and Patient Follow Up**

Responsibilities include: Maintaining a very clean and disinfected working place. Ensuring the cleanliness protocols are followed and that the staff is well organized and presentable. Calling patients for follow up and helping them in any problem they might face post operatively.

**[2010-2013]- Part Time**

**Ajman University of Science and Technology**

**Position: General Dentist**

Responsibilities include: Doing composite fillings, fixed prosthodontics, cleaning and scaling, some pedodontics work, endodontic treatment, and extractions. I also supervised 4th and 5th year students during various dental procedures.

[**2003 – 2009**] – Part Time (During Summer Vacation)

**Firas General Trading (L.L.C.)**

**Position: Secretary/Receptionist**

Responsibilities Include: Dealing with basic matters of financial and accounting matters in the general trading business as well as secretarial skills such as filing, appointment regulating, schedules, daily reports, translation corrections, and customer service coordination.

|  |
| --- |
| ***Languages:*** |

Fluent in Arabic and English (Written / Spoken)

|  |
| --- |
| ***Career Objective:*** |

To share skills and knowledge, to value from experienced colleagues, to improve my communication skills and to practice the team work in order to be able to work efficiently for the best benefit of the company. Hardworking, good at working on own initiative or as part of a team, and the willingness to learn rapidly.

|  |
| --- |
| ***References Available Upon Request*** |