

NIYA TOMY

83 Torino Drive, Hamilton, ON, L9B 1Y7

niyamarytomy@gmail.com

+1 905 906 7369

Dental Assistant

Internationally trained dental professional with a Bachelor of Dental Surgery (BDS) degree with 7 years of experience in hospital and private clinic settings. Skilled in chairside assisting, patient care, digital records, and sterilization protocols. Strong knowledge of dental terminology, procedures, and patient flow in fast-paced practices. Currently seeking a Dental Assistant role to contribute clinical expertise and provide excellent support to the dental team. Open to additional training and certification if required.

SKILLS

- Chair-side Assisting & Four-Handed Dentistry
- Infection Control protocol
- Digital Radiography Support (X-ray)
- Dental Terminology & Procedure Knowledge
- Paperless Charting & Record Keeping
- Patient Preparation & Comfort Care
- Tray Setup & Room Turnover
- Strong Communication & Team Collaboration
- Familiarity with dental software
- High Attention to Detail
- Ability to Work Under Pressure

EXPERIENCE

KING WEST SMILE DENTISTRY, HAMILTON

Volunteering as Receptionist and Dental Assistant, 2025- present

- Managed patient accounts, billing, and insurance follow-ups
- Assisted dentists during procedures including exams, cleanings, fillings, and extractions
- Sterilised instruments and maintained clean, organised operatory rooms
- Scheduled patient appointments, managed recalls, and confirmed visits
- Maintained accurate patient records using Software Paradigm.

ELITE DENTAL STUDIO, INDIA

General Dentist, 2023-2025

- Delivered general dental care including diagnostics, treatment planning, and patient education.
- Supported senior dentists with restorative, endodontic, and prosthetic procedures.
- Prepared patients and treatment rooms, and handled sterilisation of instruments.
- Managed patient records, digital charting, and post-operative instructions.
- Monitored inventory and ensured procedural tray setups were ready for each appointment.
- Provided empathetic customer service to patients, ensuring comfort throughout treatment.

VPS LAKESHORE HOSPITAL, INDIA

General Dentist/Clinical Operations Coordinator, 2019-2023

- Worked in a multidisciplinary hospital environment handling outpatient and surgical dental procedures.
- Worked under senior specialists across departments including Endodontics, Prosthodontics, and Oral Surgery.
- Assisted in patient assessments, procedures, and minor surgical treatments.
- Maintained accurate patient records and coordinated inter-department referrals.
- Complied with strict sterilisation protocols and clinic workflow systems.
- Supervised junior staff and helped manage scheduling and lab case tracking.

EDUCATION & CERTIFICATIONS

- Bachelor of Dental Surgery (BDS)
Vinayaka Missions University, India. 2018
WES– Canadian equivalency confirmed (available upon request)

CERTIFICATIONS

- BLS & ACLS, American Heart Association.
- Certification in Hospital Administration.

REGISTRATIONS

- Kerala Dental Council, India
(Dentist)
Registration number: 21703
- Dental Care Professionals Register, General Dental Council, UK.
(Dental Hygienist and Dental Therapist)
Registration number: 324120