

Aishwarya Desai

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I am a dedicated international dentist actively pursuing **NDAEB** licensure. I possess a strong foundation in clinical dentistry, dental assistance, and oral hygiene, having **3+ years' experience** in the field of dental care, and I am committed to providing exceptional patient care. Proficient in managing clinical records, appointment scheduling and leveraging superior MS Office / Computer skills for efficient administrative tasks, I am eager to contribute my knowledge and dental skills to a dynamic healthcare team dedicated to delivering high-quality dental care.

KEY SKILLS

- Chairside Assistance
- **HARP** Certified
- Dental Materials Knowledge
- Appointment Scheduling
- Proficient in dental management software **Dentrix**
- **IPAC** Certified
- Strong verbal and written communication skills
- Excellent organizational and multitasking abilities

EXPERIENCE

Dental Assistant, Martindale Dental Clinic, Hamilton (Full-Time) April 2025 – Present

- Assisting and handing instruments to the dentists, suctioning, and helping with patient positioning.
- Preparing the procedure trays and equipment for scheduled appointments and making patient comfortable and ready for exams or treatments.
- Sterilizing Instruments and ensuring that all dental instruments are clean and safe according to the IPAC
- Taking X-rays such as PAs, Bitewings and Panoramics in accordance with HARP and Radiation Safety.
- Maintaining patient records by Keeping patient files accurately updated including treatment plans, medical history, and billing information.
- Making Impressions for CD, RPD and FPD patients.
- Managing waste disposal by ensuring hazardous and non-hazardous materials are disposed of properly.
- Maintaining regular data of sterilization results and inventory records and management.
- Scheduling, record management, and billing using Dentrix software.
- Educating patients on proper brushing, flossing techniques, and overall dental care to prevent future issues.

Dental Assistant, Gunitskiy Family Dentistry, London (Part-Time) Nov 2024 – March 2025

- Proficient in scheduling, record management, and billing using Abeldent software.
- Preparing patients and making them feel comfortable and ready for exams or treatments.
- Sterilizing Instruments and ensuring that all dental instruments are clean and safe for use during procedures.
- Assisting and handing instruments to the dentists, suctioning, and helping with patient positioning.
- Managing waste disposal by ensuring hazardous and non-hazardous materials are disposed of properly.
- Setting up dental equipment and preparing materials for fillings or impressions.
- Educating patients on proper brushing, flossing techniques, and overall dental care to prevent future issues.

Dental Receptionist, Altima Yonge Eglinton Dental Centre, Toronto (Full-time) Mar 2024 – Oct 2024

- Proficient in scheduling, record management, and billing using **Dentrix** software.

- Provides a positive and welcoming experience for patients.
- Manages filing, record-keeping, and office correspondence efficiently.
- Manages payment collections and transactions effectively.
- Prioritizes tasks to handle a busy front desk efficiently.
- Works effectively with the dental team to ensure smooth patient flow.

Server, Oscar's Family Diner and Grill, Kitchener (Part-time)

Aug 2023 – Feb 2024

- Greeted and seated guests in a friendly and efficient manner.
- Collaborated with kitchen staff to ensure orders were prepared correctly and delivered promptly.
- Maintained a clean and organized work area.

Dental Receptionist/Assistant, U.S Dental Care, India (Full-time)

Dec 2022 – July 2023

- Greeted patients upon arrival, attended patient calls and scheduled appointments.
- Sterilized dental equipment in autoclaves, provided chairside assistance.
- Assisted in the implementation of infection control protocols, contributing to a safe and sterile clinical environment.
- Performed scaling and root planning and given oral hygiene and post-treatment care Instruction.
- Managed inventory of dental instruments.

Dental Receptionist/Administrator, Apex Dental Care, India (Part -time)

Nov 2021 – Nov 2022

- Managed front desk operations, warmly greeted and assisted patients, scheduled appointments, and addressed inquiries to ensure a positive patient experience.
- Coordinated and optimized appointment schedules, reducing wait times and increasing overall efficiency.
- Proficiently handled insurance verification, processed claims, and communicated with insurance providers to ensure accurate and timely reimbursement.
- Processed billing statements and facilitated patient payment processing.

EDUCATION

Health Care Administration and Service Management, Conestoga College, Waterloo November 2023

Ontario College Graduate Certificate

- Building strong organizational leadership and management skills.
- Enhancing professional strategies such as critical thinking, evidence- based decision making, quality improvement methodologies, creativity, self-awareness, and initiative.
- Functioned in a team of 5-6 members with diverse cultures from across 20 different countries.

CERTIFICATES AND ACHIEVEMENTS

- ORAL CANCER GENETICS, Indian Academy of Clinical and Dental Genetics.
- VOLUNTEER WORK, Special Olympics Bharat.
- DENTRIX SOFTWARE CERTIFICATE, Dentrix resource center.
- WORLD EDUCATION SERVICES, Verified International Dental credential.

AVAILABILITY: All days including weekends.

PROFESSIONAL REFERENCES: Available on request.