

Amitoj Kaur

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Summary

Excellent communications skills, motivated and driven. I work well independently, or as a team member. Capable of working well under pressure and able to manage multiple tasks, meeting deadlines.

Skills

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- Observation Skills
 - Active Listening
 - Focused
 - Verbal/Written Communication
 - Reliable
 - Customer Service
 - Multilingual - English/Punjabi/Hindi
 - Critical Thinking
 - Strong Interpersonal Skills
 - Problem-Solving
 - Organizational skills

Experience

Dental Receptionist/Assistant

Dental office-Brampton, ON

12/2024-04/2025

- Experience with software Abeldent.
- Experience of cleaning, packing and sterilizing instruments.
- Disinfecting & preparing operatory after every patient.
- Front desk duties.
- Managing schedule, booking appointments.
- Handling phone calls.
- Performing recalls.
- Knowledge of Billing.
- Chair side assistance in various procedures with the dentist.

Dental Receptionist/Assistant

Dental Clinic-Mississauga, ON

01/2025-02/2025

- Software experience with Akitu One.
- Front desk duties
- Attending phone calls
- Scheduling appointments
- Performing recalls
- Billing
- Sterilizing instruments after cleaning and packing.

- Chairside assistance with a dentist for various dental procedures.

General Dentist

Dasmesh institute of research and dental sciences-Punjab

08/2018-02/2024

- Educated patients on oral hygiene practices and preventive care to promote long-term dental health.
- Provided required post-operative instructions
- Performed Teeth polishing and cleaning
- Maintained Sterilization and Infection control management
- Trained in X-ray processing and developing.
- Efficiently helped in managing dental or medical emergencies
- Assisted in Major Surgeries.
- Taken impressions and designed artificial dentures to replace missing teeth.
- Assisted (seniors Dentists) during procedures: Handling instruments and materials, managing suction during treatments.
- Maintained patient records continually and securely.
- Social work: Diagnosed and treated patients at Rural Dental Health Welfare Camps in Punjab, India for 5 years (April 2018-February 2024)

Education & Training

NDAEB Certification(National Dental Assistant Examination Board),
08/2025

Springfield College of Healthcare, Management & Technology,
Brampton, ON

Programme in Dental office Administration skills
04/2024 to 05/2024

Dasmesh Institute of Research and Dental Sciences, Faridkot,
Punjab
Bachelor's in Dentistry (BDS)
07/2013 to 07/2018

Languages

Fluent in speaking and writing English, Punjabi and Hindi

Certifications

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- NDAEB Certified Dental Assistant
 - Registered Dental Assistant with CADA
 - BLS Certification
 - Essential Medical Terminology
 - WHMIS- Canada Safety Training Centre