



NAVJOT

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Summary

Hardworking and reliable Dentist from India with good ability in dental assisting and performing some administrative tasks. Looking for a full-time job as dental receptionist and assistant. Offering multitasking skills. Highly organized, proactive, and punctual with a team-oriented mentality.

Skills

Clinical skills

- Good knowledge of medical/dental terminology and ability to do multitasking
- Front desk management of patients
- Maintaining clean, positive, and sterile environment
- Patient scheduling
- Educating patients
- Taking impressions
- Software: Abeldent

Soft skills

- Excellent communication skills
- Ability to work in fast-paced environment
- Enthusiastic for providing best dental care for all patients
- Positive attitude
- Self-motivated and result driven
- Optimistic and ethical care
- Clinical staff management
- Hardworking, adaptive, and always ready to learn new things
- Organizational skills
- Team management

Experience

College and dufferin dental clinic (2025)

- working as both dental receptionist and dental assistant as temp
- Calling patient and confirming appointments
- Follow up with patients after treatment
- Scheduling and rescheduling patients on Abeldent (software)
- Taking patients to the treatment room and preparing them for treatment
- Preparing treatment rooms and assisting dentist in dental procedures
- Post-op instructions to the patients

Queen's charitable dental clinic (2019-2024)

- Delivered excellent customer service and facilitated development of patient and clinician relationships.
- Reviewed patient charts for completeness and accuracy and verified missing information.
- Coordinated patient appointments and provided instructions for examinations and procedures.
- Scheduled and managed appointments and reduced no-shows by proactively confirming appointments.
- Pulled correct medical charts for doctor based on schedule of patients to be seen.
- Safeguarded confidentiality of patient information by consistently following patient protection standards.
- Coordinated with other practitioners on behalf of patients to transfer paperwork, set up tests and arrange specialist referrals.

Odontos dental clinic (zirakpur, punjab) (2018)

- Welcoming patients in the dental office
- Prepare customers for treatments or checkups ensuring their comfort
- Select and set up instruments, equipment and material needed
- Sterilize instruments according to regulations
- Assist the dentist through 4-handed dentistry
- Undertake lab tasks as instructed
- Provide oral hygiene and post-operative care instructions
- Keep the dental room clean and well-stocked
- Schedule appointments

Education and
Training

Enrolled in Harp certification course (july2025- august 2025)

Cleared part 1 Australian Dental examination-2024 (well aware of all the infection control procedures)

Bachelor of Dental Surgery (BDS)

(2018)

HSJ, Panjab University | Chandigarh, Punjab, India

CRP CERTIFICATION (HSJ)

BLS CERTIFICATION (HSJ)
