

Yusra Tus Saleha Siddiqui

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PROFILE SUMMARY

HARP-certified Dental Assistant and foreign-trained Dentist with 3.5 years of clinical experience. Skilled in providing high-quality assistance and patient care in fast-paced dental practices. Adept at maintaining infection control standards, and ensuring excellent patient experiences in high-volume offices.

EDUCATION AND CERTIFICATIONS

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| ▪ HARP Certification: Dental training Canada, Toronto, ON | August 2025 |
| ▪ BDS: Dow University of Health Sciences | Oct 2013- Mar 2018 |
| ▪ IPAC Certification: Public Health Ontario | June 2025 |

PROFESSIONAL EXPERIENCE

Cawthra Dental, Mississauga

Dental Administrator

Jan 2026– Present

- Scheduled and managed 50+ patient appointments weekly while maintaining an organized and efficient calendar.
- Processed insurance claims and treatment estimates, improving claim approval turnaround times.
- Maintained accurate patient records with a high level of confidentiality and attention to detail.
- Delivered professional customer service, resulting in positive patient experiences and increased retention.
- Managed accounts receivable, payment collection, and daily reconciliation procedures.
- Managed referrals, specialist communications, and patient documentation.
- Utilized dental practice management software such as AbelDent and Paradigm

Sherwood Forrest Dental, Mississauga

Dental Assistant and Front desk

May 2025 – Sept 2025

- Assisted dentist with restorative, prosthodontic, endodontic, and oral surgery procedures, ensuring smooth workflow and patient comfort.
- Prepared, organized, and maintained sterile instruments, trays, and dental materials following OSHA and CDC infection-control standards.
- Took digital X-rays (intraoral and panoramic), ensuring proper positioning and adherence to radiation-safety protocols.
- Documented patient charts, treatment notes, and medical histories accurately in systems (AbelDent)
- Monitoring sterilization cycles and maintaining logs.
- Storing sterilized items in a clean, designated area.
- Managing Front desk responsibilities as needed.

Woodchester Dental, Mississauga

Dental Assistant and front desk

Jan 2025- May 2025

- Assisted with operatory setup and turnover to ensure timely patient flow throughout the day.
- Educated patients on post-treatment care instructions and oral hygiene recommendations under the supervision of dental professionals.

