

KASHISH

CONTACT

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WWW : [Bold Profile](#)

SKILLS

Excellent understanding of basic and advanced dental procedures.

Proactive leadership and management style with ability to engender team spirit.

Excellent communication skills

Grasp of basic computer skills like Microsoft word, excel, PowerPoint

Great at time management

Able to work efficiently under pressure

Easily and quickly respond to changing assignments, work settings and practices.

Proficient in computer skills which is needed for data making, record keeping for the patients.

Multitasking and Organization

Professionalism and Etiquette

Strong Academic Record

Complex Problem-Solving

Analytical mindset

Administrative tasks

LANGUAGES

English

Full Professional

PROFESSIONAL SUMMARY

- Ambitious Qualified Dentist with Excellent Organizational and interpersonal skills, keen to secure position with Dynamic and progressive professional environment where I can utilize my skills and abilities for Mutual benefit.
- Motivated Public health Student with the passion to promote health and improving health of population. Looking for the carrier where I can use my learning's and academic skills to positively impact the community well-being.

Skilled multitasker with superior work ethic and good teamwork, problem-solving and organizational skills. Willing to take on any task to help team. Reliable and dedicated team player with hardworking and resourceful approach. Hardworking Student offering part-time work experience and extensive knowledge of core subject matter. Meticulous and detail-oriented with excellent observational, organizational and communication skills.

WORK HISTORY

Rotatory Intern Dental Hospital (India)

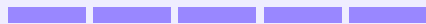
- Duration: 1 year
- Performed Clinical assessment on Patients : Discussed various Treatment Options with patient
- Performed various clinical procedures on pediatric patients
- Participated in Public Health Programs in Rural Areas and Schools
- Conducted Indian Dental Association Conferences at various locations
- Conducted Dental Awareness Camps
- Conducted Health Education Camps

Dental Assistant, 05/2024 to Current Dental Avenue - Parramatta, NSW

- Performed general chair-side duties for general dentistry, endo procedures, and oral surgery.
- Assisted dentists with complex procedures, ensuring optimal patient care and treatment outcomes.
- Explained treatment procedures and instructed patients on home care guidelines.
- Enhanced patient comfort by providing gentle and thorough dental cleanings.
- Prepared patient X-rays and images for review by dentist.
- Prepared and sterilized instruments and materials for use by dentists.
- Created dental impressions used for diagnostics, opposing models and study casts to make crowns, bridges, and other dental prosthetics.

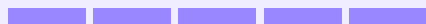
Dental Assistant, 08/2022 to 05/2024

Punjabi



Native or Bilingual

Hindi



Native or Bilingual

Gentle Touch Dental - Leichhardt, NSW

- Cleaned and sanitized dental tools and equipment, straightened treatment rooms, and restocked supplies to prep for next patient and maintain health and safety practices.
- Maintained a clean and sterile work environment to prevent cross-contamination and infection.
- Sanitized trays, instruments, and surfaces for clean dental office setting and patient safety.
- Provided chairside assistance during examinations, improving dentist efficiency and patient satisfaction.
- Documented patient dental health information, medical history, and vital signs for future reference.
- Scheduled appointments, prepared bills and received payment for dental services by completing insurance forms, verifying insurance information, and maintaining records.
- Handled administrative tasks such as billing, insurance claims processing, and appointment confirmation calls to support office operations efficiently.

Front Desk Assistant, 11/2023 to 12/2023

Five Rivers Building Supplies Pty Ltd - Lansvale

- Answered customer telephone calls promptly and appropriately handled needs.
- Greeted visitors and customers upon arrival, offered assistance, and answered questions to build rapport and retention.
- Maintained a professional and welcoming front desk area, setting a positive first impression for guests.
- Facilitated smooth operations during peak times with effective multitasking skills, managing multiple guest interactions simultaneously.

EDUCATION

Bachelor of Dental Surgeon (B.D.S), 01/2020

Baba Farid University of Health and Sciences

Master of Public Health, 01/2024

ACCOMPLISHMENTS

- Actively participated in dental conferences in five years of dental degree
- Attended Dental Camps in various educational institutions for purpose of creating awareness in dental hygiene and health among people.

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PERSONAL INFORMATION

- Date of Birth: 11/28/96
- Gender: Female
- Nationality: Indian

TRAINING

- AEEDC, DUBAI 2018
- Scientific Convention (PDC program, Meet the master: imagine, Presented Paper Presentation and E-poster in student workshop of conservative dentistry and Endodontics, DIRDS FARIDKOT
- Periodontics Envisioned 2018, CDC LUDHIANA
- Implantology in December 2017, Dashmesh Institute of research and dental sciences
- Indian Dental Association 'Dentistry- a journey not destination in 2018'