

# Annelin Bemilla

Sharjah, United Arab Emirates | (971) 58248-8923

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Dedicated healthcare professional with 2 years and 10 months of experience in general dentistry and clinic coordination. Adept in planning, proficient in organizing and overseeing the health services and daily activities of a hospital or healthcare facility. Establish objectives and evaluative or operational criteria for managed departments. Looking for a challenging role in a growing multi-functional team in a hybrid work environment.

## EDUCATION:

- ***MBA – Hospital administration & healthcare management, (Jan 2023- Present)***

D.Y Patil University - Center of online learning, Pune, India.

- ***BDS- Bachelor of Dental Surgery, (Sep 2014 & 2019)***

Ragas Dental College, Chennai, India.

- ***PG Diploma at Clinical research, pharmacovigilance, and clinical data management, (April 2023 – July 2023)***

Cliniminds, Noida, India.

## CORE COMPETENCIES

- Medical & Health Services Management.
- Hospital Management
- Healthcare information & account management
- Administrative coordination
- Creative innovation
- Problem-solving
- Customer service management

## TECHNICAL SKILLS:

- Ms Word
- Ms Excel
- Ms PowerPoint
- Google Workspace

## PERSONAL SKILLS:

- ✓ Analytical Skills
- ✓ Innovative/Creative
- ✓ Problem Solving
- ✓ Time Management
- ✓ Interpersonal Skills
- ✓ Good Communication Skills
- ✓ Teamwork
- ✓ Excellent Organizational Skills

## **LICENSE & CERTIFICATIONS**

- MOH evaluation certification, United Arab Emirates. *Valid till 01/03/2028.*
- Rotary Endodontics and Post & core Certified from Access Dental Institute, India. *Sep 2022.*
- Internship Certificate on General Dentistry from Catherine Booth hospital, India. *Apr 2022 – Jun 2022*

## **PROFESSIONAL EXPERIENCE**

*General Dentist Internship, Catherine Booth Hospital, India (Apr 2022 – June 2022)*

**General Dentist and Hospital Administrator**, Samuel Dental & Oral Surgery Clinics, India (*Jan 2020 – Oct 2022*)

Worked as General Dentist/Hospital Administrator was managing the entire operations of the clinic and helped the management to plan, direct and coordinate medicine and health services in the hospital and its branch clinics.

- Consults with medical, business, and community groups to discuss service problems, responds to community needs, enhances public relations, coordinates activities and plans, and promotes health programs.
- Maintains awareness of advances in medicine, computerized diagnostic and treatment equipment, data processing technology, government regulations

## **LANGUAGE KNOWN**

- English - Fluent
- Tamil - Fluent

## **PERSONAL DETAILS**

- DOB: 05-06-1996
- Nationality: Indian

## **ACKNOWLEDGEMENT:**

I hereby declare that all the information contained in this resume is in accordance with truths to my knowledge.

**Yours Faithfully**  
Annelin Bemilla