## PhotoCURRICULUM VITA

**NAME: – MANITA KUMARI YADAV**

**Dental Assistant (MOH)**

**E-MAIL: - manitayadav249@gmail.com**

**CONTACT NO: - +971567855376, 0563141773**

**Career Objective: -To Seek a Suitable Position In Your Esteemed Organization In Which I May Utilize My Potential, Knowledge and Field Experience With an Opportunity Of Career growth.**

**Profession Qualification**

* **Diploma in Nursing from Nepal Nursing Council, Kathmandu, Nepal.**
* **Community medicine assistant (CAM) degree holder from CTEVTKathmandu Nepal.**

**Education Qualification**

* **ISC (INTERMEDIATE)**
* **10TH FROM NEPAL BORD**

**Additional Qualification**

* **Microsoft office (word, excel, PowerPoint, Ms. Outlook, Internet Browser)**
* **skilled birth attendants training certificate holder affiliated with WHO**
* **Tuberculosis Training by WHO, polio training Nepal government hospital.**
* **Basic Life Support (BLS) training by American Heart Association**

**Profile In Brief**

* **By Ministry of Health (MOH) Dental Assistant.**
* **Working as a Dental Assistant in Oriana Hospital Sharjah(UAE)**
* **Worked as Dental Assistant in Al Zahra Hospital Sharjah(UAE)**
* **Worked as Dental Assistant in GMC Hospital&researchCentreAjman(UAE)**
* **Worked as Staff Nurse in AL AMAL Clinic Ajman (UAE)**
* **NurseGrade‘A’Nepal Nursing Council Membership**
* **Worked as a staff Nurse in the Government of Nepal Zonal Hospital, Janakpur Nepal**
* **Worked as staff Nurse in NATIONAL MedicalCollegHospital, Birjang Nepal.**

**Total Professional Experience15years**

* **Middle East Countries(UAE) :- 12 years**
* **NEPAL:- 3 years**
* **I have work experience with different dentists in orthodontics, oral surgery, periodontics, endodontics, pedodontics, prosthodontics, oral and maxillofacial surgery, and cosmetics, at Esteemed Organization. I assisted dentists with these works like Root Canal Treatment. Cosmetic Fillings, Scaling and Polishing, Teeth Whitening, Painless Dentistry, Dental X-rays, oral surgery and Other related dental procedures Extractions**

**Professional Experience:-**

1. **Organization: Oriana Hospital Sharjah**

**Designation: Dental Assistant**

**Duration: 02/01/2021 to 25/02/2023**

**Duties and Responsibilities**

* **Set up the room before and after the procedure (All counters, chairs, monitors, and working spaces are wiped and cleaned with high disinfectant)**
* **Set up and maintain various files and records.**
* **Interpret customer insurance.**
* **Assess a patient’s condition and implement patient care plans.**
* **Arrange dental instruments and materials for the chair side tray**.
* **Assist the dentist during procedures and surgeries and conduct multi-handed chair-side dentistry procedures.**
* **Assists in digital radiograph processing.**
* **Skilfully prepare restorative materials and dental cement.**
* **Perform intra-oral procedures such as placing amalgam, polishing and removing dental cement, removing sutures, irrigation, and taking impressions.**
* **Assist with special tests and procedures and ensure proper consent has been obtained.**
* **Collects used instruments in the clinic.**
* **Sterilization of instrument(disinfecting, cleaning, oiling pouching recording, and autoclaving)**
* **Documentation of sterilization tests of instruments.**
* **Monitors infection control protocol in the clinics.**
* **Ensure that monitors and other types of medical equipment function properly.**
* **Maintain drugs and medication stocks (Expiry dates, available stock, tool functionality, et)**
* **E-requisition of dental materials needed in the clinics in a weekly basis.**
* **Inventory of dental instruments and materials in the clinics.**
* **Dispensing of dental materials and dental instruments in the clinics.**

1. **Organization : AL ZAHRA HOSPITAL SHARJAH**

**Designation : Dental Assistant**

**Duration : 23/12/2017 to 25/12/2020**

**Duties and Responsibilities**

* **Set up the room before and after the procedure(All counters, chairs, monitor and working )**
* **Overseeing patient check-in procedures.**
* **Coding and preparing insurance forms.**
* **Prepares and assists the dentist with the full range of dental procedures.**
* **Reviewing daily appointments and patient file documents.**
* **Responsible for cleaning and disinfection of dental units, disinfection and sterilization of instruments.**
* **Assist and coordinate with the insurance coordinator for all the approvals for treatment and coordinate the patient appointments with the receptionist..**
* **Taking periapical, panoramic, cephalometric and cbct X-ray**

1. **Organization : Gulf Medical Hospital(GMC)Ajman UAE**

**Designation : Dental Assistant**

**Duration : 13/11/2013 to 8/10/2017**

**Duties and Responsibilities**

* **Set up the room before and after the procedure (All counters, chairs, monitors, and working spaces are wiped and cleaned with high disinfectant)**
* **Set up and maintain various files, and records.**
* **Interpret customer insurance.**
* **Assess a patient’s condition and implement patient care plans**
* **Arrange dental instruments and materials for chair side tray.**

**Assist the dentist during procedures and**

**4. Organization : janakpur dental hospital pvt.ltd.**

**Designation : Dental Assistant.**

**Duration : 10/8/2012 to 15/01/2013.**

**Duties and Responsibilities: To provide good nursing care for patients.**

**5. Organization : Al Amal clinic ,Ajman(U.A.E.)**

**Designation : Staff Nurse.**

**Duration : 01/11/2008 to 03/7/2012.**

**Duties and Responsibilities: To provide good nursing care for patients.**

**6. Organization : Nepal Government Zonal Hospital, Janakpur**.

**Designation : Staff Nurse.**

**Duration : 08/08/2007to16/09/2008.**

**Duties and Responsibilities: To provide good nursing care for patients**

**7. Organization : National Medical College Hospital, Birganj, Nepal.**

**Designation : Gynaecology Department Nurse in-charge.**

**Duration : 16/08/2005 – 06/07/2007.**

**Duties and Responsibilities:-: maintain all necessary things, goods, apparatus for ward & make duty list for nurses weekly one day observe all hospital nurses duties and patients care list.**

**.Every day take clinically examined or general check-up list, medical condition and review his treatments schedule.**

**Computer Skill : Microsoft Windows Basic Course by**

**Personal Details**

**Name : Manita Kumari Yadav.**

**Nationality : Nepali.**

**Religion : Hindu.**

**Date of Birth : 9/01/1981**

**Languages Known : English, Hindi, Arabic, Urdu, Nepali,**

**Contact Number : +9779844025659 , Mobile: 0567855376.**

**References**

**Paban Kumar Yadav (Husband),**

**M/s khizar steel ind, Hamriyah Free Zone, Sharjah**

**Contact number Mobile NO:- 970567855376, 0563141773**

**Declaration ; I hereby declare that the details given above are true to the best of my knowledge.**

**MANITA**