

Sir / Madam

Sub: Application for the post of "Dental Assistant"

I, Prince Tom, wish to introduce myself in endeavor to explore the possibility of my association with your esteemed hospital as Dental Assistant. In this context, please find attached here my CV which is self explanatory, for your kind perusal and necessary action.

I also wish to inform that with a perfect blend of my education and experience. I will discharge my duties to the best satisfaction of my superiors and management. I have gained enough experience and exposure over the past two years in my career. Conviction, confidence and the ability to work independently as well as with a team I have kept me in good stead and were the reason of my success in my earlier assignments.

With these qualities, I am hopeful of being given a chance to prove myself in your esteemed organization and grow steadily in my career. Once again, I reiterate my commitment, sincerity, hard work and my experience. I am eagerly looking forward to interactive meeting with you at the earliest.

Awaiting your call,

Thanks and best regards,

PRINCE TOM

Place: Sharjah

Date: 15/11/2019

PRINCE TOM

MOB: 0555839566, 0505174038

:00971555839566

:00971505174038

E-mail: princeauseph@gmail.com

**Objective:**

To secure a position of Dental Assistant where I will be able to improve my skills and have a good growth scope in the organization.

Work Experience:

- **Position:** Dental Assistant
Hospital: Thumbay Medical & Dental Specialty Centre, Sharjah U.A.E.
Period of working: 25th March 2018 - Present
- **Position:** Dental Assistant
Hospital: Dr. MOHD Clinic, Sharjah U.A.E
Period of working: February 2015 to February 2018
- **Position:** Dental Assistant
Hospital: Mega Medical Center, Sharjah U.A.E
Period of working: April 2009 to 30th April 2014
- **Position:** Staff Nurse
Hospital: Amrita Institute of medical Science And Research Center Kochi
Period of working: June 2006 to 30th July 2009

Duties & Responsibilities:

- Implemented, evaluated, assessed and planned health care collaborative plan for good patient care.
- Prepare patient sterilize and disinfect instruments, prepare materials for the dental procedures
- Expose dental diagnostics x-rays
- Take and record medical and dental histories and vital signs of patients
- Assisting the dental procedures such as scaling and polishing restoration post and core for crown, bracket fixation and other ortho treatments, root canal treatment, removal of impacted teeth, laser surgery, normal extractions, gingivectomy for crown lengthening.
- Maintaining personal hygiene of clients
- Catheterization
- Conducting teaching sessions
- Writing nursing care plan
- Daily checking of inventory
- Checked all the medicines as per the guidelines of the hospital procedures and policies.
- Reported, recorded and responded to every emergency situation with good quality of urgent care.
- Followed all the procedures and policies for making sure that there is maximum safety.
- Assisting for Tooth extraction, filling, Orthodontic procedures, taking impression, scaling and polishing, Root canal treatment, incision and drainage.

Educational Qualifications:

Type of Degree	Name of Degree	Name of Institution	Start date	End date	Duration (years)	Mode of Study
Diploma	General Nursing and Midwifery	Sambram College of Nursing Bangalore, Karnataka, India	01-Sept-2002	28-February-2005	3	Classroom & Practical
High School	Higher Secondary School Certificate	Govt. Higher Secondary School, Kerala, India	01-May- 2000	30- March-2002	2	Classroom
Secondary School	Secondary School Certificate	St. Antony's Higher Secondary School, Kerala, India	01- April-1999	30- March 2000	-	Classroom

Personal Details:

- Name : Prince Tom
- Gender. : Male
- Father's Name : K.S Tomy
- Nationality : Indian
- Passport No : F6523156
- Date of Birth : 20-Sep-1982
- Marital Status : Married
- Driving License : valid U.A.E driving license
- Languages Known : English, Malayalam ,Hindi& Tamil

ACKNOWLEDGEMENT:

I do hereby declare that the above said information's are true to the best of my knowledge and belief.

Place: Sharjah

Date: 15/11/2019

Prince Tom