



## NABEELA SHERIN

**Date of birth:** 11/04/1990

**Nationality:** Indian

**Gender:** Female

## CONTACT

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## ABOUT ME

To obtain a career as a capable, hardworking dental assistant for a well-established, customer-service-oriented firm where I can put my previous nine years of expertise in offering guidance and assistance to patients to good use.

## WORK EXPERIENCE

**16/11/2024 – CURRENT** SHARJAH, United Arab Emirates

### Dental Assistant AL WADI ALMAS MEDICAL CENETR

- Preparing patients for dental work.
- Helping with infection control by sterilizing and disinfecting instruments, setting up instrument trays, preparing materials, and assisting with dental procedures.
- Assist dentists in managing medical and dental emergencies when necessary
- Provide great patient care
- Recording treatment information in patient records.
- Assisting in hijama and aesthetic procedures like hydra facials and PRP of skin and hair.

**15/08/2024 – 15/11/2024** Sharjah, United Arab Emirates

### Dental Assistant Al Nawras Al Massi Dental Clinic

- Preparing patients for dental work.
- Helping with infection control by sterilizing and disinfecting instruments, setting up instrument trays, preparing materials and assisting with dental procedures.
- Assists dentists in managing medical and dental emergencies when necessary
- Provide great patient care
- Recording treatment information in patient records.
- Giving patients information on dental hygiene ,oral health care and plague control programs.
- Collecting and recording medical and dental histories and patient vital signs.
- Providing postoperative instructions as directed by the dentist.
- Caring of dental equipment's and ordering dental supplies ,maintaining dental equipment inventory .

**04/02/2018 – 03/05/2023** AZHAGIYAMANDAPAM, India

### General Dentist HANAZ DENTAL CLINIC

- Examines individuals requesting care, diagnoses their dental/oral conditions, prescribes, and carries out, or directs others in carrying out, appropriate dental/oral treatment, or refers individuals for specialty consultation or treatment in conformance with approved clinical protocols and guidelines.
- Educates individuals in oral health related conditions and in the general promotion of oral health related disease prevention. Maintain utmost discretion when dealing with sensitive topics
- Designs, develops, and implements appropriate Dental Department policies, protocols and procedures which are following the most current accepted professional standards. Position Description Dental Director
- Participates in short- and long-term program planning for the Dental Department and the agency, including development of goals and objectives

**05/06/2016 – 07/08/2017** TRIVANDRUM, India

### General Dentist CROWING GLORY DENTAL CLINIC

- Meeting with patients to discuss and treat dental concerns, performing regular cleanings and other preventative procedures, and establish a plan for better dental hygiene.
- Performing dental treatments such as fillings and teeth extractions
- Performing dental procedures, such as extractions, root canals, and filling cavities
- Examining patient's teeth and identifying or diagnosing any potential dental problems
- Using technical equipment such as X-ray machines to identify potential issues
- Managing and communicating with other staff members to provide care to patients.

**10/05/2013 – 11/05/2016** KANYAKUMARI, India

### General Dentist JERUSH DENTAL CLINIC&FACIAL CORRECTIVE CENTER

- Prepares clinic for patient by following prescribed procedures and protocols
- Prepares patient for dental treatment by welcoming, comforting, seating, and draping patient

- Provides information to patients and employees by answering questions and requests
- Provides instrumentation by sterilizing and delivering instruments to treatment area; positioning instruments for dentist's access; suctioning; passing instruments
- Provides materials by selecting, mixing, and placing materials on instruments and in the patient's mouth
- Helps dentist manage dental and medical emergencies by maintaining CPR certification, emergency drug and oxygen supply, and emergency telephone directory
- Educates patients by giving oral hygiene, plaque control, and postoperative instructions
- Documents dental care services by charting in patient records
- Maintains patient confidence and protects operations by keeping information confidential
- Maintains safe and clean working environment by complying with procedures, rules, and regulations
- Protects patients and employees by adhering to infection-control policies and protocols
- Reports and assists with the investigation of all incidents within the workplace, including minor injuries, near hit and property damage
- To know, follow and maintain patients' rights and patient's care plan goals and approaches
- Promotes a positive and professional image at all times whilst working to meet the needs of the patients/guests.
- Ensures operation of dental equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
- Maintains dental supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Conserves dental resources by using equipment and supplies as needed to accomplish job results
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports
- Effectively and consistently communicates to administrative personnel and encourage interactive departmental meetings and discussions
- Communicates the mission ethics and goals as well as the focus statement of the department
- Perform other duties and tasks assigned by the Head of Department within the scope of his/her job

## EDUCATION AND TRAINING

**08/05/2021** COIMBATORE, India

**MBA(HOSPITAL MANAGEMENT) BHARATHIYAR UNIVERSITY**

Website <https://b-u.ac.in>

**10/08/2012** CHENNAI, India

**BACHELOR IN DENTAL SURGERY** The Tamilnadu Dr.M.G.R. Medical University

Website <https://www.tnmgrmu.ac.in/>

**10/12/2024** CHENNAI, India

**REGISTERED DENTIST** TAMILNADU DENTAL COUNCIL

Website <https://tndentalcouncil.com/>

## LANGUAGE SKILLS

**MOTHER TONGUE(S):** Tamil

**OTHER LANGUAGE(S):** English,malayalam



Medical Practitioner License

Printed Date: 2024-08-01

Certification Number	53283	رقم الشهادة
Name	NABEELA SHERIN ASHARAF	إسم الموظف
Nationality	India	الجنسية
Category	Technicians	الفئة
Speciality	Dental Clinical support	التخصص
Medical Title	Dental Assistant	المسمى الوظيفي
License Number	T74230	رقم الترخيص
License First Issued Date	26/01/2024	تاريخ اول اصدار
Valid From	01/07/2024	تاريخ الإصدار
Valid Till	30/06/2025	تاريخ الإنتهاء

Facility Details:

تفاصيل المنشأة الطبية

Facility Name	AL NAWRAS AL MASSI DENTAL CLINIC	إسم المنشأة
Emirates	Sharjah	الإمارة
Facility Type	General Dental Clinic	نوع النشاط الطبي

Remarks:

ملاحظة:

Notes:

- Any change or alteration will cancel the certification.
- This Certificate is electronic, doesn't need stamp.

ملحوظة

- تعتبر الشهادة لاغية في حالة التعديل أو التغير في محتوياتها
- الشهادة صادرة إلكترونياً ومعتمدة ولا تحتاج لختم الوزارة

