

COVER LETTER

Dr.Rizana Razak
Canoon building
Al Nahda Sharjah
Mail id : rizanafaizal21@gmail.com

Respected sir/madam,

I strongly believe that I can be the a right candidate for your job post.My experience and educational background rightly match your requirements for the job post you have listed.I was extremely excited to learn about the job post you have posted in.Please find my enclosed resume with this letter.I have 4+ years of clinical experience as dentist.

Here I worked with patients and did routine checkups.I am aware of the latest technology used in dentistry such as the Radiographic and study the computer-generated imaging equipment.I constantly aware my patients about the ill effects due to a bad oral hygiene. I am proficient in the different areas of dental assisting.

I would be glad if we can meet up for a personal interview wherein I can discuss about my accomplishment in detail and how I can be a great asset to your clinic. Please do call me at **+971 52 968 6640, 0528597022** or drop me an email if you have any queries related to this.

Thank you so much for your valuable time.

Sincerely,
Dr. Rizana Razak

GENERAL DENTIST

Dr. RIZANA RAZAK
Mob.+971 52 968 6640
Email: rizanafaizal21@gmail.com



DHA ELIGIBILITY LETTER

NUMBER;52701285

MOH EVALUATION LETTER

NUMBER;275191

VISA STATUS: RESIDENT VISA

PROFESSIONAL PROFILE

A confident communicator who can relate well to dental patients. Having a proven ability to ensure that dental practices are continuously updated to provide first rate care to patients and their families. A confident health care professional with a track record of successfully diagnosing and treating patient's dental conditions. Able to work as part of dental team and has a flexible approach to work. Looking for a General Dentist opportunity to work with a forward thinking and highly regarded dental organization.

AREAS OF EXPERTISE

- Cosmetic Dentistry
- Crown FPD
- Root Canal Treatment
- Extractions
- Restorations & Bleaching
- Scaling and Root Planning
- Alveoloplasty
- Pedodontics Procedures –pulpotomy, restorations etc
- Removable Complete, Partial and Immediate Denture
- Removable Orthodontic Appliance

DUTIES AND RESPONSIBILITIES

- Providing professional dental service and care to patients.
- Complete case history taking, general oral examinations, diagnosis & treatment planning.
- Dealing with routine appointments and check-ups, taking impressions etc.
- Dealing with emergency cases like relieving a patient's pain.
- All tooth restorations like composite restorations, GIC, Sealants etc.
- Examining x-ray and repairing fractured tooth.
- Performing corrective surgery to extract teeth and replace missing teeth.
- Coordinating the surgery budgets and dealing with aspects of financial control.
- Managing the training and development of staff.
- Updating patient's medical record.
- Diagnosing and treating conditions such as decaying teeth and gum disease. Reassuring anxious patients and clearly explaining procedures to them.

WORKSHOPS ATTENDED

- 3 days lecture and hands on in comprehensive **Rotary Endodontics** – Oct- 13,14, & 15, 2023- safe dental updates, Malappuram, Kerala
- 2 days lecture and hands on in comprehensive **Oral Surgery** – Oct 7 & 8, 2023- Safe Dental Updates, Malappuram, Kerala
- 2 days lecture and hands on in Skill enhancement in **Periodontics** - Safe Dental Updates, Malappuram, Kerala
- 2 days lecture and hands on program in **Porcelain Laminate Veneer** – Sep 30 & Oct 1st 2023- Safe Dental Updates, Malappuram, Kerala
- 2 days Clinical workshop on **Direct Composites** – Nov 23 & 24, 2023 - Safe Dental Updates, Malappuram, Kerala
- 1 day A-Z Training in **Crown and Bridge** – Nov 13, 2023 - Safe Dental Updates, Malappuram, Kerala

PROFESSIONAL EXPERIENCE & DETAILS

- Worked as General Dentist at Safe Dento Care Malappuram (Sep 23, 2023 to Nov 25, 2023)
- Worked as General Dentist at Pullan's Dental Clinic, Chalakudy, Kerala(11th September 2017 to 31st March 2018).
- Worked as General Dentist at Thazhath Dental Clinic, Chalakudy, Kerala (2nd April 2018 to 31st October 2020 & from February 22nd 2021 to May 25th 2022).
- p Successfully completed 12 months of Compulsory Rotating Resident Internship in various departments at AME's Dental College & Hospital, Raichur, Karnataka (September 2016 to September 2017).
- DHA Exam—PASS(15th March 2022)

EDUCATIONAL QUALIFICATION

- BDS from AME's Dental College and Hospital Raichur, Karnataka, 2017.
- 12th Standard Sacred Heart Convent Girls Higher Secondary School, Chalakudy, Kerala, 2011.
- 10th Standard from St. Joseph's EMHSS School, Aloor,Kerala,2009.

PERSONAL TRAITS

- Positive thinking and very friendly interactions.
- Self Confidence
- Leadership qualities
- Willingness to learn.

PERSONAL DETAILS

Name : RIZANA Razak
Date of Birth : 01/06/1993
Gender : Female
Marital status- : Married
Visa status : Residence Visa
Nationality : Indian
Known language : English,hindi,Malayalam, Tamil & Arabic (Working Proficiency)

Passport No : Rd35954d
Mobile : +971 52 968 6640

CURRENT ADDRESS

Al nahada Sharjah
Kanoon Building
Flat No. 341, Near Sahara Centre

REFERENCES

Dr. George Pullan Pullan's Dental Clinic
Chalaky, Kerala -Mob:+91-9847148d80

Dr. Sabu S Thazhath (BDS) Reg No. 4387 Thazhath Dental Clinic
Chalaky, Kerala - Mob: +91-8089600678

DECLARATION

I hereby declare that the above-mentioned information is true to the best of my knowledge and belief.

Certificates can be produced on demand.

Place : Dubai

Dr. Rizana Razak

Date