

## COVER LETTER

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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](mailto: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 apart 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
- RootCanal Treatment
- Extractions
- Restorations & Bleaching
- Scaling and Root Planning
- Alveoloplasty
- Pedodontics Procedures –pulpectomy,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 sand repairing fractured tooth.
- Performing corrective surgery to extract teeth and replace missing teeth.
- Coordinating the surgery budgets and dealing with aspectsof 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. Resuming 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 1<sup>st</sup> 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(11<sup>th</sup> September 2017 to 31<sup>st</sup> March 2018).
- Worked as General Dentist at Thazhath Dental Clinic, Chalakudy, Kerala (2<sup>nd</sup> April 2018 to 31<sup>st</sup> October 2020 & from February 22<sup>nd</sup> 2021 to May 25<sup>th</sup> 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(15<sup>th</sup> March 2022)

## EDUCATIONAL QUALIFICATION

- BDS from AME's Dental College and Hospital Raichur, Karnataka, 2017.
- 12<sup>th</sup> Standard Sacred Heart Convent Girls Higher Secondary School, Chalakudy, Kerala, 2011.
- 10<sup>th</sup> 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  
Chalakudy, Kerala -Mob:+91-9847148d80

Dr. Sabu S Thazhath (BDS) Reg No. 4387 Thazhath Dental Clinic  
Chalakudy, 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