



DR. MEGHANA.S NAIR  
(BDS, PGDHHM)

#### Contact

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Visa Status : VISIT VISA

#### Passport Details

Passport No : T4856661  
Expires On : 28/03/2029

#### Personal Profile:

Date Of Birth : 04/08/1989  
Sex : Female  
Nationality : Indian  
Marital Status : Married

#### Present Address:

Flat 203  
Alghanim Building  
Alnadha 2  
Dubai

Permanent Address :  
Thazhavana House  
Puthenkottackakam,  
Chennithala P.O  
Mavelikara, Alappuzha Dist  
Kerala , India  
Pin : 690105

#### Professional Experience

3 Years in Dentistry and managing Dental clinic  
1 Year as Administrative Assistant at  
Sreekandapuram Hospital

#### Academic Qualification :( Starting With Latest)

- PG Diploma in Hospital and health care Management from Symbiosis International University (Symbiosis Institute Of Health Science Pune ), Pune with 86 % (2019)
- Bachelor of Dental Science (BDS) from Mahatma Gandhi University (Pushpagiri College Of Dental Science, Thiruvalla, Pathanamthitta, Kerala) with 66 % (2014)
- 12<sup>th</sup> from Kerala State Board (Bishop Moore Vidyapith , Mavelikara, Kerala) with 77 % (2007)

#### Technical Skills

- Basic Knowledge of Computer , Proficient in Windows Software , Microsoft Office , Presentation Software , Spread Sheet , Social media.
- Skilled at patient registration procedures, data entry, billing and patient interviewing.
- Good knowledge of taking x- rays.

## Professional Experience

Organization	Designation	Duration	Job Description
<b>Ramco Dental Care, Mavelikara, Alappuzha District, Kerala</b>	Dentist	3 Years (2015 to 2018)	<ul style="list-style-type: none"> <li>• Worked as general dentist</li> <li>• Formulating Plan of treatment of patient teeth and mouth tissues.</li> <li>• Diagnose and treat diseases, injuries or malformations of teeth, gums or related oral structures.</li> <li>• Manage business employing and supervising staffs and handling paper works.</li> <li>• Plan Organize and conduct Dental Health Programme.</li> </ul>
<b>Sreekantapuram Hospital</b>	Administrative assistant	1 Year (2018 to 2019)	<ul style="list-style-type: none"> <li>• Checking patient in at the front desk</li> <li>• Answering the phone calls</li> <li>• Interviewing patients or case histories in advance of appointments.</li> <li>• Compiling medical records and charts</li> <li>• Processing insurance payments</li> <li>• Operating computer software and office Equipment</li> <li>• Transferring lab results to the appropriate clinician</li> <li>• Maintaining supplies and appearance or the office</li> <li>• Taking dictation and maintaining store of the office supplies</li> <li>• Handling requests from other professionals</li> <li>• Strictly adhering to office policies and procedures especially regarding confidentially</li> <li>• Acting as a point of contact for clients</li> <li>• Helping the reception desk when necessary</li> <li>• Coordinating between professionals and departments</li> </ul>

## Project Details

**Name of the Project:** Knowledge and Awareness of Infection Control Protocol among Health Workers in a Hospital.

Project done in Sreekantapuram Hospital, Kerala.

Sample size used for the survey was 50 respondents

**Methodology:** Data was collected using a structured questionnaire

The result shows nurses and paramedics have high knowledge and awareness while housekeeping workers were found to have less or little knowledge about infection control protocol.

## Achievements

1. Conducted a live talk about the topic “Prevention and Management of a Dental Disease in Children at “RADIOMACFAST PUSHPAVANI PROGRAMME”
2. Organized Various dental camps from public Health Dentistry Department of Ramco dental care.

## Declaration

I hereby declare that all the above furnished details and particulars are true to the best of my knowledge and belief. I am also confident of my ability to work hard in any situation.

Place: Alnatha

Dr. MEGHANA S NAIR

Date: 30-04-2019