## Dr. ASMA M A

9605891690 | Palakkad, Kerala| asma17398@gmail.com | www.linkedin.com/in/ asma98 | https://earnminds.blog/

### WORK EXPERIENCE

# General Dentist, Dr Lakshmi's Crown Dental Clinic, Palakkad, Kerala

January - April 2024

- Conducted routine dental treatments and formulated effective treatment plans for each patient.
- Created a hospitable atmosphere for patients by demonstrating amicable and tactical communication abilities
- Skilled in prioritizing tasks effectively to meet deadlines.
- Facilitated in enhancing patient flow by utilizing patient-centric skills, effective communication, and devising strategic content ideas for social media platforms.
- Leveraged research expertise to improve the caliber of therapeutic approaches

Intern, Indira Gandhi Institute of Dental Sciences, Kothamangalam, Kerala 2022 - 2023

- Performed and acquired proficiency in patient management and routine dental treatments.
- Undertaken extensive responsibilities, such as patient management and project management, while simultaneously serving as a department coordinator, all with a meticulous and strategic approach.
- Presented various journals in the journal club.
- Crafted skills for research, content writing.
- Acquired proficiency in analyzing data, identifying issues and formulating treatment plans efficiently.

### EDUCATION

BDS | Kerala University of Health & Sciences, Indira Gandhi Institute of Dental Sciences Kothamangalam 2017-2022

#### LEADERSHIP/VOLUNTEER/RESEARCH EXPERIENCE

- Intern, Indira Gandhi Institute of Dental Sciences Kothamangalam, 2022 2023
- Volunteered in Dental Camps conducted in various regions of Ernakulam district in Kerala.
- Participated in UG entry-level ICMR project.

## EXTRA CURRICULARS/COURSES & CERTIFICATION/ACHIEVEMENTS & AWARDS

- Healthcare Management | Great Learning Academy, April 2024
- Certified BLS provider | American Heart Association, Aug 2023
- Attended IDA conference 2022 Adlux Adimaly, Kerala.

#### **TECHNICAL SKILLS**

- MS Office
- MS Word
- Google Suite
- MS PowerPoint, Excel
- Editing, Proof-reading
- SEO optimization

## SOFT SKILLS

- Excellent Verbal and Written Communication skills.
- Clinical Administration.
- Critical thinking & Analytical skills.
- Patient Management.
- Time Management
- Formulate Content Ideas.
- Project Management