**Aditi Chhabra**

**Current Location:** Delhi NCR, India   
**Phone**: +91 9811884860  
**Email**: aditisaxena.saxena73@gmail.com  
**Availability**: Open to relocation

# Professional Summary

Results-driven professional with 8.5 years of diverse experience across healthcare and sales environments. Adept at managing clinical operations, coordinating patient care, and driving performance in fast-paced settings. Possesses excellent communication, multitasking, and stakeholder engagement skills.

# Professional Experience

**Clinical Support and Patient Care Coordinator | Papatoetoe Dental Centre, Auckland, New Zealand**Jan 2023 – Mar 2025

* - Delivered exceptional patient care coordination and maintained seamless clinic workflow.  
  - Managed front-desk operations, appointment scheduling, and patient communications.  
  - Supported practice operations with attention to compliance and patient satisfaction.

**Clinical Assistant | Manukau Family Doctors, New Zealand**Oct 2022 – Nov 2022

* - Supported patient services, appointment bookings, and assisted with clinic administration.  
  - Contributed to smooth operations in a dynamic general practice environment.

**Admissions Manager | Airblack Technologies Pvt. Ltd., Gurugram, India**Dec 2021 – May 2022

* - Handled end-to-end admission lifecycle and exceeded enrollment targets.  
  - Provided tailored consultation to potential students ensuring high conversion rates.

**Sales Manager | WhiteHat Jr., Mumbai, India**Oct 2020 – Sep 2021

* - Achieved consistent sales performance in a high-pressure ed-tech environment.  
  - Delivered value-driven product presentations to global clients.

**Knowledge Officer | Dream Weavers Infocom Pvt. Ltd., New Delhi, India**Jan 2020 – Jun 2020

* - Guided students through course and program selections.  
  - Maintained accurate counseling records and resolved queries efficiently.

**Medical Summarizer | Altos Global Services Pvt. Ltd., Noida, India**Apr 2019 – Sep 2019

* - Summarized complex medical data for insurance/legal purposes.  
  - Ensured accuracy and clarity while handling confidential information.

**Associate Dental Surgeon | The Dentist, Ghaziabad, India**Sep 2017 – Feb 2019

* - Performed general dentistry procedures and patient education.  
  - Managed clinic schedules and maintained treatment documentation.

**Dentist | Deepakshi Hospital, Noida, India**Dec 2016 – Jul 2017

* - Diagnosed and treated dental conditions while collaborating with senior practitioners.  
  - Maintained detailed patient histories and treatment records.

# Education

Bachelor of Dental Surgery (BDS), Delhi NCR, India – Completed 2016

# Key Skills

- Clinical Operations Management  
- Patient Experience & Front Desk Management  
- Sales & Customer Engagement  
- Communication & Interpersonal Skills  
- Cross-functional Coordination  
- CRM and MS Office Proficiency

# Additional Information

Languages: English, Hindi  
Hobbies: Content creation, exploring cultures through travel, cooking and recipe curation  
References: Available on request