



SABEER KN

NURSING ASSISTANT



PHONE

+91 8089534691



EMAIL

sabeermohammed440@gmail.com



ADDRESS

Ernakulam, Kerala

EDUCATION

GDA

General duty assistant-NSDC -2025

PLUS TWO |2024

National Institute of Open
Schooling Uttar Pradesh

SSLC|2015

Board of Public Examination, Kerala

SKILLS

- Greet patients
- Appointment scheduling
- Phone calls
- Administrative tasks
- Customer service
- Front desk
- Dental procedures
- Patient comfort
- Emergency procedures
- Customer service
- Product knowledge
- Sales targets
- Inventory management
- Cash handling
- Attention to detail

LANGUAGE KNOWN

- English
- Malayalam
- Hindi

PROFILE SUMMARY

Experienced professional with a strong background in dental assisting and front office administration. Skilled in providing comprehensive support to dental practitioners and ensuring efficient front desk operations. Proven ability to deliver exceptional patient care while handling administrative tasks with accuracy and professionalism. Adept at managing patient records, scheduling appointments, and coordinating office activities to optimize workflow and patient satisfaction. Possesses excellent communication skills and a commitment to maintaining high standards of dental care and customer service.

PROFESSIONAL EXPERIENCE

2021 - 2022 || **DENTAL ASSISTANT AND FRONT OFFICE EXECUTIVE**
FMS INTERNATIONAL DENTAL CENTAR

- Assist dental professionals in providing patient care during dental procedures.
- Prepare treatment rooms for patient examinations and procedures.
- Sterilize and maintain dental instruments and equipment.
- Provide chair-side assistance to dentists and hygienists.
- Educate patients on oral hygiene and post-operative care.
- Schedule patient appointments and manage patient records.
- Greet patients and check them in upon arrival at the dental office.
- Handle patient inquiries and provide information about dental services.
- Process payments and maintain financial records.
- Ensure the dental office maintains cleanliness and organization throughout the day.
- Assist patients with inquiries and provide accurate information about services.
- Coordinate with dental staff to ensure smooth patient flow and service delivery.
- Keep the front desk area clean and organized.

2019 - 2020 || **SALESMAN**
ZODIAC CLOTHING

2018 - 2019 || **SALESMAN**
CAKE HUT CAKE SHOP

- Greet customers and ascertain what each customer wants or needs.
- Recommend, select, and help locate or obtain merchandise based on customer needs and desires.
- Describe merchandise and explain use, operation, and care of merchandise to customers.

SOFTWARE SKILLS

- MS Word
- MS Excel
- MS PowerPoint

PERSONAL DETAILS

Address	: Kaniyakunnel House Siva Giri Edathala N.A.D.P.O Aluva Ernakulam Kerala India 683563
Nationality	: Indian
D.O.B	: 05-04-1999
Gender	: Male
Marital Status	: Single
Passport No	: R9590262
Date of Expiry	: 13-2-2028
License	: Valid Indian Driving License

HOBBIESTS

- Gym
- Music
- Sports

- Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.
- Watch for and recognize security risks and thefts and know how to prevent or handle these situations.
- Inventory stock and requisition new stock as needed.
- Maintain cleanliness and organization of the sales area and customer seating areas.
- Assist in preparing special orders and customized cakes as per customer requests.
- Handle customer inquiries, comments, and complaints courteously and professionally.
- Upsell and cross-sell additional products and services to enhance customer satisfaction and increase sales.
- Collaborate with other staff members to ensure efficient store operations and excellent customer service.
- Take customer orders accurately and process payments using POS systems.
- Ensure that the display counters and shelves are stocked with fresh cakes and bakery items.

DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

SABEER KN