



# Dr. Shaeza Rasheedi

**PROFESSION:** Dentistry, Nutritionist, Customer Service, and Administrative Specialist

## PERSONAL PROFILE

A passionate, and detail-orientated Dentist, Nutritionist, and Administrative Specialist with a Bachelor's in Dental Science, Diploma in Microsoft Office Management, and Nutritional Qualification. My key areas of expertise lie within customer service, dentistry, nutrition, healthcare work, and administration, with excellence in Excel, and internet systems. I am driven in my approach to managing priorities, and activities, whilst offering innovative support solutions. I hope to pursue an administrative departmental position within a school or hospital where I can utilize my knowledge within my specialist field by delivering absolute excellence as a support professional.

## WORK EXPERIENCE

**2002 - 2003**      **JYOTHSANA DENTAL CARE, MEDISCOPE HOSPITAL: INDIA**  
**Position**                      **Dentist**

- Performed exams and evaluated x-rays to determine a patient's health
- Developed treatment plans to deal with any dental health issues
- Administered and prescribed medications to decrease pain
- Interacted with patients and instructed them on proper oral care taking care of their teeth and gums
- Advised on diet choices that affect oral health
- Conducted daily administration of patients' paperwork and records
- Measured and fitted dental appliances
- Removed tooth decay and performed scaling, cleaning, and teeth polishing
- Prepared for cavity restorations, and carried out wisdom tooth extractions
- Carried out removal or repair of damaged teeth
- Responsible for patient healthcare and referrals to specialists if needed

## EDUCATIONAL HISTORY

**2021 STANFORD UNIVERSITY: CALIFORNIA, USA**

Online Nutrition Course

**2007 MANIPAL INSTITUTION OF COMPUTER EDUCATION: INDIA**

Diploma in Microsoft Office Management

**2002 RAJIV GANDHI UNIVERSITY OF HEALTH AND SCIENCE: INDIA**

Bachelor of Dental Science

## KEY SKILLS

**Core Business Skills:** Dentistry, Nutrition, Healthcare Work, Administration, Strong Communication, Excellence in Excel, and Internet Systems

**IT Skills:** Microsoft Office Suite **Languages:** English, Hindi, and Kannada

**REFERENCES AVAILABLE ON REQUEST**

 Dubai, UAE

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 UAE Driving Licence