

DINA TAJ ALSIR

Dental Technician & Clinic Coordinator

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Riyadh, Saudi Arabia

SUMMARY

A highly skilled and dedicated Dental Technician with a Bachelor's degree in Dental Technology, seeking a challenging position to leverage my expertise in prosthodontics and clinical coordination. My goal is to apply my strong technical skills and passion for helping others to contribute to a dynamic healthcare team. I have a proven track record of providing high-quality dental care and a commitment to serving communities.

Areas of Expertise

- Removable Prosthodontics Fabrication
- Patient Record Administration
- Community Health Outreach
- Dental Retainer Appliance Production
- Digital Dental Design
- Clinical Workflow Management

PROFESSIONAL EXPERIENCE

Lab Technician

2024 - 2025

Prince Digna Reference Hospital

- Fabricated high-quality dental prosthetics and retainers with precision, ensuring patient satisfaction and optimal function.
- Utilized advanced laboratory techniques and equipment to produce a wide range of dental appliances.
- Managed and organized the lab's daily workflow, guaranteeing timely delivery of all dental products.
- Collaborated with a team of dental professionals to ensure seamless communication and effective patient treatment.
- Provided technical support and expertise to colleagues, enhancing the overall quality of dental lab work.
- Participated in community outreach programs, offering crucial dental care to underserved populations and fostering positive relationships.
- Maintained meticulous records of all materials and finished products, ensuring accurate inventory and quality control.
- Adapted to new technologies and processes, continuously improving my skills in modern dental laboratory practices.
- Assisted in the training of new staff members, sharing knowledge and best practices for dental lab procedures.
- Adhered to strict health and safety protocols, ensuring a clean and secure working environment for all staff.
- Performed quality checks on all dental appliances before they were delivered, maintaining the highest standards.

Lab Technician & Clinic Coordinator

2022 - 2023

Dental Military Hospital

- Specialized in crafting removable prosthodontics and dental retainers to meet the highest standards.
- Coordinated and organized clinic operations, ensuring efficient patient flow and a smooth daily schedule.
- Prepared all necessary medical reports for patients, ensuring accurate and compliant documentation for records.
- Communicated with the Patient Takaful Fund manager, providing essential reports to secure patient funding.
- Participated in charity dental convoys, delivering vital dental care to underprivileged communities in need.
- Maintained a clean and organized work environment, adhering to strict sterilization and safety protocols.
- Collaborated with doctors to understand specific patient needs and ensure the proper fabrication of appliances.
- Monitored inventory of lab supplies and equipment, ensuring everything was available for uninterrupted operations.
- Provided technical assistance to the clinical team, helping to resolve issues related to dental appliances.
- Managed patient records and ensured confidentiality, handling sensitive information with the utmost care.
- Assisted in the training and supervision of junior lab technicians, sharing knowledge and experience.

EDUCATION

Bachelor of Dental Technology

- Yarmouk College - Khartoum, Sudan | 2015 - 2019
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SKILLS

- Computer Skills: Microsoft Office Suite (Word, Excel, PowerPoint), CAD/CAM software for dental design, Email communication.
- Technical Skills: Dental Prosthetic Fabrication, Retainer Design and Production, Dental Lab Equipment Operation, Material Handling.
- Soft Skills: Team Collaboration, Problem-Solving, Communication, Attention to Detail, Time Management, Patient Coordination.

Languages

- Arabic: Mother Tongue
 - English: excellent
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REFERENCE

- Yasser Ahmed
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