**CURRICULUM VITAE**

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**Dr. BANUPRAKASH.J**

**Type-I/56 NCERT**

**NCERT Campus**

**Sri Aurobindo Marg**

**New Delhi - 110016**

**banuprakash.jayaram@gmail.com**

To,

Respected sir/madam,

I have done my graduation in stream of dental sciences i.e. a Bachelor of

Dental surgery from Rajiv Gandhi University of health sciences, & I have done my Post Graduate Diploma in Hospital & Healthcare Management and Clinical Research i.e. (PGDHHM + PGDCR) dual Specialization from Symbiosis Centre for Health Care, Pune.

I have plus six years experience in clinical dentistry & academics and also I have more than one and half years experience in Hospital Administration. I have enclosed my curriculum vitae for your kind perusal.

I would like to appraise you some of the competencies that I posses & will definitely help in my contribution to the job profile, as per your requirement.

I am well equipped with the current trends & I am very adaptable for any kind of change & technological advances as I have very sound knowledge about the basics on which the changes will take place. I am a very active team player & I contribute to my maximum potential for effective & efficient completion of any task given to the team.

The above mentioned competencies of my will surely be a driving force & a motivation for me to work in any organization. I would like to meet you personally at your convenience looking forward to your positive reply from your kind & esteemed selves.

Thanking you,

Yours sincerely,

 **BANU PRAKASH.J**

**Dr. Banu Prakash.J**

**NCERT Campus**

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**New Delhi – 110016**

**Objective:**

Seeking a career in a progressive organization that gives me an opportunity to effectively utilize my skills, knowledge & learning in the domain of management for the development of the organization & self.

**Academic Qualification:**

\* Bachelor of dental surgery (BDS) FROM Rajiv Gandhi University of Health Sciences - 2002.

\* PGDHHM (Post Graduate Degree in Hospital and Healthcare Management) + PGDCR (Post Graduate Degree in Clinical Research) dual program from Symbiosis Centre for Health Care, Pune.

**Professional Certificates:**

**\*** Continuing education program on AIDS AWARENESS – 2001.

\* Continuing Dental Education program on ORAL TUMOR & SURGICAL MANAGEMENT – 2003.

\* Continuing Dental education program on ESTHETIC DENTISTRY – 2006.

\* Continuing Dental education program on ORAL IMPLANTOLOGY – 2006.

**Experience Summary:**

* More than 6 years experience in Clinical Dentistry. I had performed several roles that include Academics and management.
* **3 years experience in Hospital Administration.**

**Key Achievements:**

**\*** Working experience in various departments of Dentistry that includes both Clinical and Preclinical Management.

**\*** Co-coordinated and participated in many Continuing Dental Education Programs on Oral Tumor and Surgical Management, Esthetic Dentistry, Implantology.

**\*** Co-coordinated and participated in Many Patient Education and Motivation Programs held by Various Organizations.

**\*** Efficient management and on time delivery of key administration engagements.

**\*** Quick Understanding of Customer needs and easy adaptability to different work environments.

**\*** Strong planning and Organizational Skills and ability to manage multiple priorities and large assignments.

**\*** Proven Capacity to approach problems effectively, offering innovative and practical solutions.

\*An Experienced team player, bringing enthusiasm and energy into groups by mentoring & Motivating.

**\*** Good understanding of basic computer applications.

**Computer Skills :**

Comfortable using the operating system, surfing internet & can use MS office very efficiently.

**Work Experience Summary:**

**\*** Worked as a Faculty in Farooquia Dental College and Hospital Since July 2004 To 23rd February 2007.

**\*** Consultant at Srinivasa Nursing Home Since January 2004 to 23rd February 2007.

**\*** Consultations at private Dental Clinics with special reference to restorative, esthetic dentistry and Endodontic Procedures Since July 2004 to 2010.

\* Worked as “Language of Medicine Trainer” at Software Paradigms InfoTech, LTD, a Medical transcription Company, from Feb 2010 to September 2011.

\* Worked as “Manager - Operations” at “Vivekananda Memorial Hospital”, Saragur from August 2012 to January 2014.

\* Presently working as Assistant manager –Discharges (IP Services) at Apollo BGS Hospital, Mysore.

**Personal Profile:**

**Name : Dr. Banu Prakash. J**

**Date of Birth: 18 March 1979**

**Address: Dr. Banu Prakash.J**

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**Language proficiency: Kannada, English, & Hindi.**

**Yours sincerely,**

 **Banu Prakash.J**