**RESUME**

DR. ADITI SOLANKI

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**CAREER OBJECTIVE**:

To lead a successful career and utilizing my education to the fullest so as to become an adroit professional in the field of dentistry and hospital administration.

**EDUCATIONAL QUALIFICATION**

* **2015:** LEAN 6-SIGMA (Yellow Belt) Certification by Government of India(MSME)
* **2014-15:** Completed PGDHHM (PG Diploma in Hospital and Health Management) from Indira Gandhi National Open University (IGNOU). Result awaited.
* **2006-10:** Completed B.D.S from Rajasthan Dental College & Hospital, Jaipur (Raj.) Rajasthan University Of Health Sciences with 73% of aggregate marks.

Awarded with Certification for securing 3rd position in RDCH in year 2007.

* **2005:** Senior Secondary examination (12th board)- May 2005,79.2% (CBSE Board, Jaipur)
* **2004:** Secondary Examination(10th board)- May 2003, 80%(CBSE Board, Jaipur)

**EXPERIENCE AND INTERNSHIP**

* Study center Fortis Escorts Hospital, Jaipur (Raj.) for PGDHHM.
* Completed One-year Rotatory Internship from Rajasthan Dental College & hospital, Jaipur (Rajasthan) Year 2011.

 - Active participation in various school dental health screening and treatment camps and programs.

 - Conducted health education

 - Worked under senior professors during internship and assisted them in various surgeries

 - Performed various type of procedures which included Root canal treatment, extractions, Amalgam, GIC restorative fillings, Complete dentures, Fixed partial dentures, crown cutting, Oral prophylaxis.

* Working at Dr. Geetanjali’s Dental Surgery from Feb.2011 till present.

**-** Treatment & counselling of patients.

**-** Performed various type of procedures which included Root canal treatment, extractions, Amalgam, GIC restorative fillings, Complete dentures, Fixed partial dentures, crown cutting, Oral prophylaxis.

* Worked at Sahai Hospital & Research Centre in the Administrative Dept.(Equipment management & In-house maintenance) from March 2013 to October2014.

- Assisted in planning, strategizing and coordinating the health services at Sahai Hospital.

- Handled Medical Equipment management at Sahai Hospital including planning and procurement of medical equipments, equipment control and asset management, equipment maintenance, in-service education and training of the hospital staff.

**RESPONSIBILITIES**

* Active participation in various school dental health screening and treatment camps and programs.
* Conducted health education.
* Performed various type of procedures which included Root canal treatment, extractions, Amalgam, GIC restorative fillings, Complete dentures, Fixed partial dentures, crown cutting, Oral prophylaxis.
* Assisted in planning, strategizing and coordinating the health services at Sahai Hospital.
* Handled Medical Equipment management at Sahai Hospital including planning and procurement of medical equipments, equipment control and asset management, equipment maintenance, in-service education and training of the hospital staff.

**CONFERENCES ATTENDED**

* CDE ORO-FACIAL Pain research conference 2009 held in Jaipur & presented a poster titled, ‘TRIGEMINAL NEURALGIA’ at the conference.
* FDI-IDA CDE conference 2008 held at Government Dental College, Jaipur.
* IDA Lecture with Hands-on “DIODE LASERS DENTISTRY COURSE”
* Attended LEAN 6 SIGMA (Yellow Belt) Certification program conducted by MSME, Government of India.

**SOFT SKILLS and TECHNICAL SKILLS**

A smart worker with good communication skills and leadership qualities, hardworking, highly organized, artistic sense, can function well under pressure.

**SOFTWARE**: MS Office 2014, MS Word, MS PowerPoint

**OPERATING SYSTEM**: Windows XP; Windows 8.1

**EXTRA CURRICULAR**

* Completed Bachelor of Arts (B.A.) in Kathak from Gandharva Sangeet Mahavidyalaya, Mumbai (Maharashtra)
* Learned classical singing for 3 months from Surganga Institute Of Music and Art.

**PERSONAL DETAILS**

**Date of birth**: 15th October 1987

**Postal address:** 139, Neminagar Extension, Vaishali Nagar, Jaipur( Raj.)

**Languages**: Hindi, English