

Dr. Uttara Singh (BDS)

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PROFILE

As a doctor, I took an oath to serve people to the best of my ability. I want to take a step further in this direction and develop my skills and strengths to achieve this in the best way possible.

EDUCATION

2011 – 2017 Nagpur, India	Bachelors in Dental Surgery Vidya Shikshan Prasarak Mandal Dental College and Research Center Compulsory Internship in several departments. Some of them are: Prosthodontics, Oral Maxillofacial Surgery, Oral Radiology and Medicine, and Endodontics.
2009 – 2011 Nagpur, India	Higher Secondary College Shivaji Science College Major- Science (Physics, Chemistry, Maths, Biology.)
2008 – 2009 Nagpur, India	Senior Secondary School (CBSE) Centre Point School

PROFESSIONAL EXPERIENCE

2019 – present Nagpur, India	Hospital Administrator (Junior) Suretech Hospital • Keeping records of expenses and creating work schedules for the staff. • Monitor budgets and preparing reports.
2017 – 2019 Nagpur, India	Team Leader - Social Sector AIESEC in Nagpur • Responsible for finding organisations that would provide global citizens, a diverse space to present and showcase their skills. Draw up proposals for such companies/ organisations. • Screen potential global citizens before company screening. Recruit new members, guide them, and help the global citizens in settling in a new city and environment.
2017 – 2018 Nagpur, india	Intern VSPM Dental College

LANGUAGES

- English
- Hindi
- Korean
- French

SKILLS

Microsoft Office
PowerPoint, Excel, Word



INTERESTS

- Art (Drawing and Painting)
- Listening to Music
- Volunteering for Social Causes

REFERENCES

Available on Request