

DNYANESHWARI MORE

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Wardha, India 442001

SUMMARY

BDS graduate with strong communication and computer skills seeking Work-from-Home roles in customer support, virtual assistance, data entry, or administrative support
Flexible for UK/US shifts, quick learner, and detail-oriented.

SKILLS

- BDS graduate with strong communication and computer skills seeking Work-from-Home roles in customer support, virtual assistance, data entry, or administrative support. Flexible for UK/US shifts, quick learner, and detail-oriented.
- Core Skills
- Category Details
- Communication Fluent in English, Hindi, Marathi; excellent written & verbal skills
- Computer Skills MS Office (Word, Excel, PowerPoint), Internet Research, Typing, Data Entry
- Work Skills Customer service, scheduling, documentation, multitasking, time management
- Adaptability Comfortable working night shifts / UK & US timings
- Personal Traits Responsible, punctual, organized, quick learner

EXPERIENCE

EDUCATION AND TRAINING

Sharad Pawar Dental College - Wardha, India

Bachelor of Dental Surgery

- Education
- Bachelor of Dental Surgery (BDS) – 2024
- College: Sharad Pawar dental college
- Percentage: 69.97%
- Senior Secondary (12th Science) – 74%
- School: Shantiniketan Jr Science, Wardha
- Secondary (10th) – 80%
- School: St. Antony's National School, Wardha (ICSE)
- Internship Experience
- Intern – Dental Practice / Hospital (Dec 2024 – Dec 2025)
- Assisted in patient care and administrative support
- Managed medical records and scheduling
- Learned workflow management and documentation skills
- Achievements / Highlights
- Completed BDS with strong academic record
- Fluent in three languages – capable of serving diverse clients
- Quick learner, adaptable to flexible schedules and night shifts
- Strong organizational and interpersonal skills
- Strengths
- Detail-oriented and highly organized
- Strong team collaboration and interpersonal communication
- Fast learner with medical and administrative knowledge Completed a 5-year professional program in dental science, covering subjects like Oral Pathology, Conservative Dentistry, Prosthodontics, Periodontology, Oral Surgery, and Community Dentistry. Gained hands-on clinical experience in diagnosis, treatment planning, patient care, and dental procedures. Developed strong attention to detail, record management, and patient communication skills, which are transferable to administrative and support roles.

Shantiniketan Jr Science College - Akola, India

St Antony National School Icse - Wardha, India

LANGUAGES

Marathi: First Language

English:

C2

Proficient (C2)

Hindi :

C2

Proficient (C2)