

# SAYYED MARYAM QALANDAR

With Bachelors Degree and Experience Working in both Medical and Non Medical fields, can be an asset to the company in terms of commitment , knowledge and work ethics. With focus , hard working and dedicated attitude, will provide efficient results in terms of time management and customer relationship.



## PERSONAL

- Name**  
SAYYED MARYAM QALANDAR
- Address**  
Seef  
Seef
- Phone number**  
37424840
- Email**  
maryamqalandar@gmail.com
- Date of birth**  
25-12-1993
- Place of birth**  
Srinagar,
- Gender**  
Female
- Nationality**  
INDIAN
- Marital status**  
MARRIED
- Driving license**  
INDIAN
- LinkedIn**  
[www.linkedin.com/in/dr-sayyed-maryam-qalandar-068934132](http://www.linkedin.com/in/dr-sayyed-maryam-qalandar-068934132)

## INTERESTS

- READING
- BLOGGING
- RESEARCH
- TRAVELLING
- COOKING

## LANGUAGES

- ENGLISH ★★★★★
- HINDI ★★★★★
- URDU ★★★★★
- PUNJABI ★★★★★
- KASHMIRI ★★★★★



## WORK EXPERIENCE

- Aug 2020 - Aug 2023** **CUSTOMER RELATIONSHIP MANAGER**  
GOVT PRIMARY HEALTH CENTRE , WYAN, JAMMU & KASHMIR , INDIA
- Aug 2022 - Oct 2022** **CLINIC ADMINISTRATOR**  
DENTAL PRECISION ACADEMY, New Delhi, India
- Aug 2019 - Jul 2020** **DENTAL ASSISTANT**  
DENTSPRING, SRINAGAR , INDIA
- Mar 2020 - Jul 2020** **MEDICAL VOLUNTEER COVID -19**  
PGI, CHANDIGARH, INDIA
- Sep 2023 - Present** **HR / ADMIN**  
ALIA NATIONAL SCHOOL, BAHRAIN  
**Human Resources Duties:**
  - Maintain accurate and up-to-date employee records, including personal information, contracts, attendance, and leave balances.
  - Assist with the recruitment process, including posting job vacancies, screening candidates, scheduling interviews, and onboarding new hires.
  - Handle employee relations by addressing inquiries, resolving concerns, and ensuring alignment with school policies.
  - Process payroll, ensuring accuracy in employee data and adherence to deadlines.
  - Develop and implement HR policies and procedures in line with the school's goals and Bahrain labor laws.
  - Organize and conduct employee training sessions, workshops, and professional development activities.
  - Ensure compliance with Equal Opportunity Employment, immigration, and other regulations.**Administrative Accounts Support Duties:**
  - Work closely with the accountant to manage administrative tasks such as invoice tracking, filing receipts, and expense reporting.
  - Assist with budget preparation, ensuring proper documentation and coordination with relevant departments.
  - Maintain organized and secure filing systems for HR and accounts documentation.

- Support the accounts department in processing payments, handling petty cash, and preparing financial reports.

- Reconcile transactions and coordinate with vendors or suppliers when necessary.

General Administrative Duties:

- Prepare correspondence, reports, and documentation as required.
- Coordinate with various departments to ensure the seamless flow of information and effective communication.
- Manage office supplies, equipment, and resources related to HR and accounts operations.
- Support the school's events, meetings, and activities by ensuring proper planning and logistics.



## EDUCATION AND QUALIFICATIONS



Aug 2012 - Dec 2019

**BACHELOR IN DENTAL SURGERY**

SWAMI DEVI DAYAL HOSPITAL & DENTAL COLLEGE, CHANDIGARH



## SKILLS

MICROSOFT OFFICE	★ ★ ★ ★ ★
CUSTOMER RELATIONS	★ ★ ★ ★ ★
PATIENT EDUCATION	★ ★ ★ ★ ★
ORGANIZATION SKILLS	★ ★ ★ ★ ★
DIAGNOSTIC TESTS	★ ★ ★ ★ ★
DENTAL XRAY	★ ★ ★ ★ ★
EXAMINING PATIENT REPORTS	★ ★ ★ ★ ★
INTERPRETING PATIENT RADIOGRAPHS	★ ★ ★ ★ ★
ADMINISTRATION & DOCUMENTATION	★ ★ ★ ★ ★



## RESPONSIBILITIES

PREVIOUS RESPONSIBILITIES:

- EXAMINING PATIENTS
- EXECUTIVE CONTROL OVER PATIENT HEALTH HISTORY
- INTERPRETING PATIENT RADIOGRAPHS
- RUNNING DIAGNOSTICS TESTS
- PREPERATION OF SURGICAL & NON SURGICAL PROCEDURES
- MAINTAINING PATIENT PROFILE AND DOCUMENTATIONS
- PREPARING EMERGENCY DENTAL CARE
- REPORTING AND MONITORING OVER HEALTH RECORDS OF PATIENT



## COURSES

- Aug 2022 - Oct 2022 **INTENSIVE CLINICAL**  
[DENTAL PRECISION ACADEMY](#)  
ENDODONTICS  
ORAL SURGERY  
PROSTHODONTICS
  - Jan 2021 - Feb 2021 **BASIC KNOWLEDGE & APPLIED SKILLS FOR COVID -19**  
[YOU CAN ACADEMY](#)
  - Oct 2020 - Oct 2020 **FIRST AID AND CHILDREN'S HEALTH**
  - Jan 2021 - Feb 2021 **MINDFULNESS CERTIFICATE LEVEL 1, 2 , 3 & MASTER**
  - Feb 2021 - Feb 2021 **CPR AED & FIRST AID**
  - Jan 2021 - Feb 2021 **CERTIFIED CLINICAL TRAUMA SPECIALIST - INDIVIDUAL 2016 VERSION**  
[UDEMY](#)
  - Jan 2021 - Feb 2021 **EMOTIONAL INTELLIGENCE : MASTER ANXIETY FEAR & EMOTIONS**
  - Oct 2020 - Feb 2021 **COGNITIVE BEHAVIOURAL THERAPY PRACTITIONER**
  - Feb 2021 - Feb 2021 **INFECTIOUS & COMMUNICABLE DISEASE**
- 



## DECLARATION

I, solemnly declare that all the information furnished in this resume is true and accurate to the best of my knowledge.