

JOTHI SREE N

Bachelor of Dental Surgery (BDS) | Regulatory Documentation & Life Cycle Management
Chennai, Tamil Nadu | +91-7401551410 | joroopan0206@gmail.com

PROFESSIONAL SUMMARY

Detail-oriented BDS graduate with strong analytical, documentation, and comprehension skills built through clinical case management and protocol-driven procedures. Skilled at following established guidelines precisely, coordinating with teams, and maintaining accurate, audit-ready records. Chennai-based; available for office-based work and rotational/night shifts; keen to bring a strong documentation and compliance foundation to a Regulatory Operations / Life Cycle Management role.

KEY SKILLS

- Documentation & Record Management: Clinical records, case histories, procedural documentation
- Analytical & Comprehension Skills: Case evaluation, treatment planning, structured problem-solving
- Process & Protocol Compliance: Infection control protocols, SOP adherence, quality checks
- Communication: Patient counselling, cross-team coordination, clear verbal and written communication
- Research Aptitude: Working knowledge of clinical trial concepts and sample collection
- Individual Contributor: Reliable execution of detailed instructions within defined scope
- MS Office (Word, Excel, PowerPoint) and comfortable learning new documentation systems/software

EDUCATION

BDS – Bachelor of Dental Surgery (Dentistry) | Tamil Nadu Government Dental College and Hospital, Chennai 2026

- Department Topper; Honors in 4 departments; Distinction in 4 departments

NEET Preparation | Akash Institute

2020

Higher Secondary (Class XII) | Tamil Nadu State Board

2019

Secondary School (Class X) | Tamil Nadu State Board

2015

CLINICAL EXPERIENCE

Dental Intern | Tamil Nadu Government Dental College and Hospital, Chennai

Mar 2025 – Mar 2026

- Maintained detailed and accurate patient records, case histories, and clinical documentation in line with infection-control and institutional protocols.
- Followed established procedures and clinical guidelines to plan and execute routine and specialized treatments, ensuring consistency and compliance at every step.
- Coordinated closely with supervising doctors and immediate team members, receiving and executing detailed daily instructions across diagnosis, treatment planning, and patient management.
- Interpreted clinical case data to make treatment decisions directly impacting individual patient outcomes.
- Supported a community dental camp at Vivekananda Higher Secondary School, Minjur, handling participant records and on-ground coordination.
- Assisted in endodontic, prosthodontic, and minor surgical procedures, documenting each stage for institutional records.

PROJECTS

Patient Case Management & Documentation | Independent Clinical Work

Apr 2024 – Mar 2026

- Independently managed and documented 40+ removable partial denture cases and 10 complete denture cases, maintaining structured records from planning through completion.
- Handled anterior and posterior root canal procedures, complicated extractions, and post-procedure complication management, with complete case documentation and follow-up tracking.
- Tracked and documented orthodontic appliance therapy for pediatric patients, including habit-breaking appliances, jacket crowns, and periodontal management, ensuring accurate longitudinal records.

AWARDS & HONORS

- Subject Topper – Pedodontics
- Honors – General Anatomy, General Physiology, Oral & Maxillofacial Surgery, Pedodontics
- Distinction – Oral Histology, General Pathology, Dental Materials, Oral Pathology

LANGUAGES

English (Professional Proficiency), Tamil (Native), Hindi (Intermediate)