

DR. JAN MERLYN TRINA

MBA Candidate • HR and Operations Management • General Dentist
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PROFESSIONAL SUMMARY

Healthcare professional (BDS) transitioning into HR and Operations Management, currently pursuing an MBA. Combines clinical operations experience with developing expertise in HRM, process improvement, and business strategy. Six Sigma Yellow Belt certified with exposure to quality management frameworks. Seeking to leverage transferable skills in team coordination, cross-functional collaboration, and people-centric decision-making toward HR Operations or Healthcare Management roles.

EDUCATION

Master of Business Administration (MBA) <i>College of Engineering, Anna University, Chennai</i>	2025 to Present
Bachelor of Dental Surgery (BDS) <i>SRM University, Kattankulathur, Chennai First Class</i>	2019 to 2024

EXPERIENCE

Magic Dental Clinic <i>General Dentist and Clinical Operations Coordinator (Part-Time)</i>	Oct 2025 to Present
- Delivering patient care across routine and restorative dental procedures while concurrently pursuing MBA studies, demonstrating adaptability and workload management. - Independently managing patient scheduling, clinical documentation, and treatment planning, building hands-on exposure to operational workflow management. - Ensuring compliance with infection control protocols and clinical quality standards, reflecting process adherence and attention to detail.	
SIMS Hospital, Vadapalani <i>HR Intern</i>	June 2026
- Assisted in end-to-end recruitment activities, including manpower requisition (MRP) processing, resume screening, candidate sourcing, interview coordination, and communication with applicants for multiple job roles. - Performed HR audits and employee record verification by comparing ERP records with physical files, reviewing appointment letters, job descriptions, goal sheets, and vendor staff records, while documenting findings using Microsoft Excel. - Supported HR operations and compliance by managing employee documentation, ERP updates, probation confirmation letters, attendance-related queries, Time Office activities, and NABH documentation, while coordinating with the Training & Development and Medical Health Check-up (MHC) departments.	
SRM Kattankulathur Dental College and Hospital, Potheri <i>Clinical Intern</i>	2023 to 2024
- Delivered patient care across 10+ dental procedures; supported clinical documentation, treatment planning, and infection control compliance, developing structured process adherence and operational discipline. - Planned and executed free dental health camps serving 300+ patients, coordinating cross-functional teams, managing end-to-end logistics and patient flow, and delivering post-camp reports — demonstrating project management and people coordination skills. - Strengthened interpersonal and cross-functional communication through patient counselling, interdisciplinary team coordination, and clinical reporting in a high-volume healthcare environment.	

SKILLS

HR and Operations: Process Improvement, Quality Management (Six Sigma DMAIC), Team Coordination and Leadership, Cross-Functional Collaboration, Workforce Coordination, Healthcare Workflow Optimisation, Business Strategy, Operations Management, Recruitment and Talent Acquisition, HR Audits and Compliance, ERP/HRIS Systems, Onboarding and Employee Documentation

Tools and Tech: Microsoft Office Suite (Word, Excel, PowerPoint), SPSS, Financial Reporting, Data Handling, Clinical Documentation Systems

Clinical: Clinical Diagnosis and Treatment Planning, Infection Control, Patient Counselling, Interdisciplinary Coordination, Healthcare Ethics

LICENSES AND CERTIFICATIONS

- Six Sigma Yellow Belt, NIQR (National Institution for Quality and Reliability), 2026
- Six Sigma Principles, Kennesaw State University via Coursera, Dec 2025
- Introduction to Artificial Intelligence, IBM, Nov 2025
- Create a Financial Statement Using Microsoft Excel, Coursera, Oct 2025
- Tamil Nadu Dental Council Registration, Reg. No: 40204, Valid till Dec 2026
- Basic Life Support (BLS) Certified Provider, Valid: Nov 2024 to Nov 2026

PUBLICATIONS AND PRESENTATIONS

- **Publication:** *Influence of Food Hygiene Perception, Price Fairness, and Vendor Trust on Purchase Intention towards Indian Street Food.* (2026). International Journal for Research Trends and Innovation, 11(5). Paper ID: IJRTI2605026.
- **Publication:** *Colour Stability of Aligners in Distilled Water, Mouthwash and Carbonated Drinks: An In-vitro Study.* Journal of Clinical and Diagnostic Research. DOI: 10.7860/JCDR/2026/78193.0000
- First Prize, World Bioethics Day Competitions 2021 (Skit/Music Category)
- Poster Presentations: AI and Machine Learning in Drug Delivery (IPSCON 2023); Densah Burs: Is It Worth the Hype?! (Surgical Strike 5.0, 2024); Shear Wave Elastography in TMJ Disorders (CDE Program 2024)
- Peer Judge, 11th Star Summit 2024, Saveetha Dental College, Chennai
- Volunteer, 16th Asian Congress of Oral and Maxillofacial Surgery, Chennai, 2024

LEADERSHIP AND ACTIVITIES

- Active Member, Madras Management Association (MMA), engaging in HR and management forums, industry talks, and peer networking, 2025 to Present
- House Captain, SRM University Kattankulathur (Final Year BDS), led house team to secure 2nd place overall in inter-departmental events, 2023 to 2024
- Completed workshops in Clinical Photography, Nitrous Oxide Sedation, and Systematic Review and Meta-Analysis Techniques, 2024

LANGUAGES

English: Professional Proficiency

Tamil: Native

Hindi: Limited Working Proficiency

French: Elementary Proficiency