



# HANIFA SHAIRZAI

59-12 Parsons Blvd Flushing, NY 11365

[Hanifa.Shairzai@mail.citytech.cuny.edu](mailto:Hanifa.Shairzai@mail.citytech.cuny.edu)

917-915-6843

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## OBJECTIVE

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A dental hygienist seeking to bring oral health to the practice clientele by keeping up with science and products to make that job easy for the patient and lucrative to the practice.. Enjoy educating patients on dental care and hygiene.

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## EXPERIENCE

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### Remax

Receptionist 2004-2009

- Scheduling appointments, operating the telephone switchboard, greeting patrons, maintaining records and performing basic administrative duties.
- Assisted brokers with events outings and meetings.
- Entered and maintained property listings
- Maintained prospect and call logs
- Coordinated and scheduled meetings made reservations confirmed appointments and provided directions when required.
- Prepared forms and documents related to sales renewals leases and exclusive agencies.
- Scheduled tours for prospective tenants.

### Bare Minerals

Sales person/make-up artist 2012-2014

- Provided excellent product information.
- Demonstrated features and operations of products.
- Arranged product displays.
- Made follow up calls to ensure customer satisfaction.
- Secured 40 new clients in the first year of service that remain flagship clients.

- Consulted with customers to determine needs, assess personal style, and find best-fit items.
- Restocked racks, prepared for sales, and organized sales floor.
- Offer ideas to management for items that should be promoted, marketing strategies, and customer satisfaction improvement.

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## **EDUCATION**

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- Queens Academy High School
- LaGuardia Community College
- Farmingdale State College  
*Higher educational institution in East Farmingdale, New York*
- New York College of Technology  
*University in New York City, New York • Brooklyn*
  - Associate in Applied Science in Dental Hygiene

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## **ADDITIONAL SKILLS**

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- Able to assess patients' teeth, and periodontal tissues indicating if there is presence or absence of any abnormalities or suspected diseases and conditions.
- Remove Calculus and extrinsic stains from teeth, using hand instruments, ultrasonic cavitron inserts and prophylaxis handpieces.
- Instruct patients how to practice good oral hygiene; make recommendations as to appropriate products or devices for patients' home care; and provide other healthcare education, as necessary.
- Placement and removal of periodontal packs.
- Place locally-administered antibiotics as supportive periodontal therapy.
- Expose, develop and mount film dental radiographs.
- Expose digital dental radiographs.
- Recording dental findings on the dental chart utilizing the DentiMax software system and reviewing comprehensive medical history.
- Application of Fluoride treatment.
- Application of protective Sealants, using Rubber Dam or cotton roll.
- Mixing and taking alginate impressions, pouring and trimming models.
- Air Polishing

- Head and neck cancer screening: Extraoral and Intraoral examination.
- CPR certified
- Use of topical anesthetics, Oraqix, Local Anesthesia and Nitrous Oxide Administration.
- Certified New York State Mandated Reporter
- IRB Certification
- Proficient in English, Pashtoo, Urdu and Hindi