

KITTY BABBAR

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Address: Unitech Heights, Sector- CHI 3
Greater Noida-201310.

CAREER OBJECTIVE

- To obtain a challenging career in the industry and put all my efforts into the growth of the organization and have a great working environment.

SUMMARY

- An enthusiastic, punctual & career minded individual with excellent communication and interpersonal skills.

EDUCATIONAL QUALIFICATION

- Graduation in B.A from Delhi University in 2007.
- 12th Passed from National Institute Of Open Schooling in 2004.
- 10th Passed from Board Of School Education Haryana in 2002.

WORK EXPERIENCE

- **Centrum Hospital** **Receptionist/OPD Billing** **February 2025 To Till Date**
 - Responsible for maintaining quality patient care that is consistent with the values and mission of the organization.
 - Responsible for all areas and care for all professionals and ancillary staff.
 - Responsible for immediate responding on all the safety codes and rapid response.
 - Help to smoothly run the process of all OPD consultations like Physician, Pediatrics, Gynecology, Neuro-Surgeon, Physiotherapy and Health Check-Up patients.
 - Handling physical and telephonic queries at Central Reception including registration of first time patients and Cash Collection independently.
- **I.T.S Dental College** **Doctor Care Assistant** **Oct 2023 To Feb 2025**
 - Assisting doctors in giving them the dental instruments etc. as per their needs of Prosthodontics Department.
 - Getting the various registers signed by Head Of The Department.
 - Submitting the instruments to CSSD Department after sealing and packing it into the tray at the end of the day.
 - Responsibility of doing sanitization on daily basis by machine when the OPD is closed for the patients.
 - Assisting patients in getting their Dental X-Ray done.
 - Monthly stock receiving from purchase department, doing their entries into the system and keeping it in the cupboard to keep it safe and secure.
 - Handling and managing of store where all the monthly stock/inventory is kept.

PERSONAL PROFILE

Husband's Name : Rishabh Babbar
Date of Birth : 04 December 1985
Gender : Female
Nationality : Indian
Languages Known : English And Hindi
Religion : Christian
Hobbies : Listening to Music, Dancing And Travelling

DECLARATION

I hereby declare that all the above mentioned information is true to the best of my knowledge and belief.

Place:

Date:

Kitty Babbar