

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

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

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