



# Mitty Sussan Babuji

Highly motivated, flexible and focused with a calm and professional demeanor. Looking to further my knowledge and take on new responsibilities and challenges. I am confident that with my skills and experience, I would make an excellent member of your team.

## WORK EXPERIENCE

### Guest Relation Executive

Abu Dhabi, UAE

Ahalia Hospital  
November 2019 – Till date

#### Responsibilities

Greeting clients. Becoming well acquainted with and using the hospital computer system.

Performing opening procedures, counting the cash drawer, verifying the money complete the opening cash reconciliation, retrieving messages, returning phone calls, knowing surgery and appointments schedules. Organizing and maintaining patient records, consent forms, payment forms, etc . Coding and entering medical records, communicating with insurance companies and billing patients.

Closing the day and verify if cash, discounts, vouchers, credit card net totals report matches POS report for VISA/MC types. Include the net totals report in the deposit envelope for accounts handover

### Accountant

Chennai, India

Hub At Ecr  
October 2017 – 17 July 2019

#### Responsibilities

- Review financial records, reports, and other information to check for accuracy and ensure details align with company goals and procedures.
- Responsible for driving the operational and financial performance of the Outlet by using detailed supervision techniques and involve in decision making.
- Maintained company accounts, book keeping, daily sales, prepared P&L Reports, GST filing, Vat Filing, TDS and auditors reports.

References: Upon Requests

## EDUCATION

### ACCA

Currently pursuing ACCA

Exempted papers F1, F2, F3, F4  
Cleared F5, F6, F7, F8, F9, AFM, SBR, AAA  
Pending: SBL

### Bachelor of Commerce

Madras Christian College, Chennai - India  
2016

### AISSCE (+2)

Girideepam Bethany Central School, Kottayam, Kerala - India  
2013

## INTERNSHIP

Hedge Equities Kochi, Kerala - India

Mittybabuji@gmail.com

00971 54 352 7579  
00971 50 617 8406

Abu Dhabi  
United Arab Emirates

29 September 1995

Residence Visa

## SKILLS

Verbal & Written  
Communication

Attitude & People Friendly

Tally

MS Office

Teamwork

## LANGUAGES

English



Malayalam



Tamil

