



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

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📍 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

