**SALIM**

**SALIM.295538@2freemail.com**

**OBJECTIVE:**

Toobtain a position in your company, thiswillenable me tocopiouslyutilizemyskillsand ability**.**

# SKILLS SUMMARY

* Strong organizational skills, ability to plan, coordinate, and executewith multi-tasking
* Excellent Customer service skills with standout performances and appreciations
* Exceptional communications and strong leadership skills; time-management and fast learner; determined and career oriented; enthusiastic team member who pays attention to details
* Client focused Insurance/ Sales Manager who is successful in developing and analyzing market trends to increase company’s revenue; meet goal**s**and likes challenging work environment

# EMPLOYMENT SUMMERY

**Debt Collector.**

Bilkish Associate L.L.C,Dubai (UAE), HQ Mumbai – (India) October 2014 to June 2016.

**HR Consultant.**

Universal Executive Search, Mumbai (India) June 2012 to June 2013.

**Business Development Executive.**

Apex Conferences PVT LTD, Mumbai (India) Feb 2011 to May 2012.

# WORK EXPERIENCE

**Bilkish Associates LLC, Dubai Oct 2014 to June 2016.**

Debt Collector

* Increasing revenue of multi-national company dealing with local and multi-national Banks.
* Ensuring effective and efficient workings of Settlements and agreement tasks occur in an accurate, compliant and timely manner for buckets & write off cases.
* Responsible to perform loss litigation and recovery activities regarding delinquent or charge off accounts in accordance with Bank and legal guidelines.
* Perform collection activities for multiple products such as analysingclients profile, trace new information and collect the amount in the most courteous and professional manner for the Bank.
* Regularly communicating with respective Bank Managers for efficient processing of deals.

**Universal Executive Search, Mumbai, India. June 2012 – June 2013**

HR Consultant

* Team to develop proposals that speaks to the client’s needs, concerns, and objectives.
* Handle objections by clarifying, emphasizing agreements and working through differences to a positive conclusion.
* Assisting in implementing the sales strategy as set by Sales manager.
* Work closely with Hiring Managers to develop position profile and to understand overall needs and requirements. (Description, salary, timing, expectations, etc)
* Create a comprehensive job description based on hiring manager specifications to be used to present to candidates and to post to job boards and internal gateways.
* Work with Sourcing Analyst to develop appropriate sourcing strategies for each role.
* Educate client on the recruiting process and the roles involved in the process
* With use of Enterprise applicant tracking technology and innovative recruiting tools, review and select candidates to move forward from the slate presented by sourcing efforts, determine and instruct next course of action.
* Develop and Manage strong consultative relationships with hiring managers and candidates.
* Solicit and document hiring manager and candidate feedback throughout the interview process.

 Disposition all candidates personally contacted in recruiting cycle (phone screen or higher

 Manager Interview).

**Apex Conferences PVT LTD, Mumbai, India. Feb 2011 to May 2012.**

Business Development Executive

* Identifying new sales leads
* Maintaining fruitful relationships with existing clients.
* Researching organisations and individuals online (especially on social media) to identify new leads and potential new markets.
* Facilitating the entire sales process; cold calling, lead generation, closing sales
* Focusing on expanding new business through cultivating existing clients and exploring new markets
* Identify potential clients, and the decision makers within the client organization.
* Set up meetings between client decision makers and company’s practice leaders/Principals.

# EDUCATION

* Mumbai University 2013-14

TYBCOM (Finance & Accounting)

* Maharashtra Board 2009-10

HSC

* Maharashtra Board 2007-08

SSC

# TECHNICAL SKILLS

* Full command over Microsoft Office:

Applications (Word, Excel, Power Point), MS Outlook, E-mailing Systems, Internet, Troubleshooting &WindowsOperating System.

* Windows™ (7™, Vista™, XP™, 8™), Internet and Research

# PERSONAL DETAILS

DOB – 7/10/1991

Languages – English, Hindi & Urdu – Native

Nationality –Indian

Visa Status – Employment Visa

# REFERENCE

References are available on request

 **Available for all shifts and extended evening/weekend hours**