**CIRRICULUM VIATE**

**ASIM**

**Dubai, UAE ** asim.379796@2freemail.com

**I am an professional of enhanced **Accounts Receivables and Debt Collections** with over 9 years of experience ,enhancing primary and authoritative collections records processes an associated degree of Master in Business Administration and the ability to use Microsoft Excel , CRM, Navision and word to an advance level.**

***PROFESSIONAL EXPERIENCE­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­***

***Union Properties PJSC Dubai, UAE***

***Collections Coordinator (Community Service Charge) August 2013-September 2017***

***Job Description***

* ***Undertake collection management administration tasks adhering to procedures and data standards for acquisition as per the management requirement,***
* ***Monitoring clients account, generate and process the invoices as per management instruction on timely basis.***
* ***Communicating with clients through various modes of communicating sources (Mailing, Calling and personal interacting) to enhance collections of community.***
* ***Collecting and recording cash and cheque payments on daily basis.***
* ***Regular follow up with the clients for outstanding balance and bounce cheques,***
* ***Minimize cash outstanding by offering payment plan to clients with proper authorization approvals and internal control.***
* ***Preparing statement of account ( SOA) for clients.***
* ***Reviewing of document for units under resale, generate and process invoices with outstanding balances if any and issuing clearance certificate (NOC) .***
* ***Resolving the client issues in line coordination with respective department.***
* ***Controlling the clients for issuing access pass, moving In and Out.***
* ***Coordinating with finance department for transferred payments, direct deposit and internal cheque deposit on daily basis.***
* ***Handing over all the collected cash and cheque payments on daily basis to finance department.***
* ***Assisting finance team for updating the outstanding balances in finance system.***
* ***Maintaining the complete payment records of clients in master data base***
* ***Preparing all collection and ageing reports (Daily, Weekly, Monthly ) and reporting to Manager and GM***
* ***Ensure compliance with company’s policies***
* ***Ensure clients account are managed accurately and effectively by monitoring payments received from clients with follow-up as regards to various concerns put forth by the clients.***

***Al Wasl International Marketing Group Abu Dhabi,UAE***

 ***Senior Debt Collector Jan 2009 – July 2013***

***Job Description***

* ***Preemptive call is done to the customers for all outstanding payments in order to achieve cash collection***
* ***Carrying out the field visits to the clients for collecting the payments coordinating with field collectors to clarify any differences in the customer's accounts***
* ***Issue demand and reminder letters to customers.***
* ***Negotiating with customers and bank for settlement***
* ***Plan and implement collection strategies and make recommendations on reducing bad debts***
* ***Keeping track on the daily payment received by the team.***
* ***Prepares various reports such as weekly, fortnight, monthly collections for the information of the concerned department’s head/management***
* ***Ensure compliance with company’s policies***
* ***Ensure customer’s account are managed accurately and effectively by monitoring pay***
	+ - ***Looking up the team members and assisting them to meet the management targets***
		- ***Ensures that monthly targets set by the management are met***
		- ***Training the new employee***

***Royal Bank Of Scotland Abu Dhabi,UAE***

***Business Development Officer April 2008-December 2008***

***Job Description***

* ***Assists prospective clients in applying for loans, determining type of loan and amount suitable to the customer’s needs.***
* ***Assess customer’s credit standing for loan applications***
* ***Seek out new customers by making cold calls while generating new sales market.***
* ***Generating and analyzing lead reports being submitted to the Division Head / Management ,and ensures achieving sales targets.***

***Cure Well Medical Supplies Dubai,UAE***

***Business Development Officer June 2007-October 2007***

***Job Description***

* ***Generating sales/new sales market.***
* ***Regular visit to customers for the further business transactions***
* ***Implementation and coordination with corporate office for new product sales***
* ***Preparing daily/weekly/monthly sales reports***
* ***Ensures achieving sales targets***
* ***Handling stock inventory***
* ***Maintain desired ratio of demand on time***

***Ford Auotmobiles Hyderabad, INDIA***

***Senior Sales co-coordinator February 2006 – March 2007***

***Job Description***

* ***Creative / artwork support to the Sales Division***
* ***Generating new sales ideas***
* ***Identifying and developing alternate channels for lead generation***
* ***Implementation and coordination with corporate office for new product sales, surveys & outdoor campaigns.***
* ***Identify, generate ideas and implement product specific campaigns***
* ***Generating and analyzing Lead reports.***
* ***Identify and build a team to achieve planned sales***
* ***Planning and implementation of strategic sales plan***
* ***Undertake appraisals, development and training plan for the sales team***
* ***Follow up through MIS and feedback reports***
* ***Follow up of finance pending.***
* ***Support the sales team to complete there targets on time.***

***Mody Motors – Hero Honda Hyderabad, INDIA***

***Customer Relationship Officer September 2005 – January 2006***

***Job Descirption***

* ***Generate database of prospective clients.***
* ***Identify various categories of customers***
* ***Maintain desired ratio of demand on time***
* ***Responsible for target completion***
* ***Relationship management***
* ***Monitoring of customer service and satisfaction levels on a continuous basis***

***LANGUAGES KNOWN***

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* ***English Urdu Hindi Arabic (basic)***

***EDUCATIONAL QUALIFICATION***

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***Osmania University Hyderabad, INDIA***

***Master’s Degree in Business Administration 2003-2005***

***Kurukshetra University Haryana, INDIA***

***Bachelor’s Degree in Computer Applications 2001-2003***

***STRENTH***

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***Ability to handle difficult situations, Negotiation Skills, Convincing Skills, Problem solving skill, Commitment to Work, Punctuality, Leadership Skill, Smart working and Excellent in Organizing.***

***PERSONAL DETAILS***

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***Date Of Birth :5th March 1980***

***Gender :Male***

***Martial Status :Married***

***Driving License : UAE & INDIA***

***I hereby declare that all the information provided by me in this application is factual and correct to the best of my knowledge and belief.***