|  |
| --- |
| C:\Users\AbdulBasit\Downloads\WhatsApp Image 2019-04-02 at 10.12.11 PM.jpeg |

**Adeeb**

Email: adeeb-393910@2freemail.com

Driving Licences: Dubai, UAE



**OBJECTIVE**

Searching for employment in order for me to utilize my accounting and sales& marketing skills, sound communication ability, vast knowledge in customer caretaking and my productive organizational talent to improve and develop the core values of the company.

**PROFILE**

Possess record of excellent performance in matching customers with desired products, Ten years of both local and international accounting and sales & marketing experience, very productive in building long lasting relationship with client.

Extremely passionate in the area ofaccounting and sales& marketing, sound knowledge of computer software, and rich in experience on cold calling in sync with smooth closing abilities.

**Professional Experience:**

**Credit Controller- (Industrial Gas), Dubai, United Arab Emirates.Jan 2016 to present**

* Evaluate the credit status of clients to identify credit level.
* Assist customers in setting up a credit control system that allows for periodic debt repayment.
* Conduct negotiations with debtors to fix terms and conditions for payment of receivables
* Handle internal issues and ensure timely payment to creditors
* Contact debtors through calls, emails or letters to notify them of outstanding invoice
* Maintain regular contact with clients to ensure proper management of debt
* Conduct business operations in compliance with standard policies and regulations
* Maintain proper records of client accounts and purchasing activities
* Monitor payment history to identify changes in reparation and take necessary actions
* Conduct monthly reconciliation of debtor ledger accounts
* Proffer recommendations and advice on queries regarding accounts receivable
* Commence legal action against debtors in event of halted payment
* Propose irrecoverable debts to be written off or they may employ strategies to recover receivables in cases of debtor bankruptcy
* Oversee the forwarding of monthly statements to clients to keep them updated on debt collection activities
* Collaborate with legal attorneys to discuss appropriate terms and conditions for debt repayment.

**Worked** as a **Gold Appraiser in Bangalore, India.**

 **Mar 2012to Jan 2016**

* Ensure 100% right valuation - capturing right cartage, proper stone deduction etc
* Adhere high ethical standards and comply with all the laid down processes / policies - KYC adherence, maintaining all important registers etc.
* Provide high quality customer service, prompt resolution of queries pre & post loan disbursal.
* Supporting branch staff in business development activities & helping to achieve branch targets.
* Customer Care Executive Handle walk-in customers.
* Adhere administrative process & policies of the organization is a must.
* Understand needs & interests of the customers and cater to the same.
* Guide & provide the customers with all the required information about loans & schemes.
* Able to solve the queries of the customers as well as handling the customers in a cooperative & efficient way.
* Should be able to acquire new customers through referencing.
* Keeping the existing customers up dated with their existing account details.

**Achievements:**

* Commended by management on numerous occasions for the quality and consistency of my performance.
* Created and presented an excellent image of the company and its services to customers, and coordinated and communicated well with clientele and management at all level.
* Ability to create and present an excellent image of the company and its service to customers, and to coordinate and communicate well with clientele and management at all levels.
* Expert organizer and an aggressive communicator with a proven ability to accomplish the most detailed, time sensitive activity while remaining within the committed timelines.
* High motivational level, excellence of leadership technique, and professional attention to detail supplemented by the ability to influence and stimulate others.

**Skills:**

* Good communication skills
* Good interpersonal skills
* Familiarity with computer systems and complex databases
* Good numeracy skills
* Confidence and the ability to place pressure tactfully on individuals and companies who owe money
* Organisational skills
* Problem solving skills
* A realistic approach to the world of finance
* Empathy for the situations of others who may be unable to make payments on time
* The ability to explain financial issues to others in a simple yet direct manner
* The ability to negotiate

**Education:**

Indian School of Business Management andAdministration, Bangalore, India

Completed Executive-MBA in International Finance Management 2014

Indian School of Business Management andAdministration, Bangalore, India

Completed Bachelor in Management Studies in International Marketing Management 2012

PresidencyPre-University College Bangalore, India

Completed Pre-University Education (12th) in Commerce 2008

Kaveera English Medium High School, Hassan (Dist), India Completed 10th (SSLC) 2006

**LanguagesKnown:**

English, Urdu, Hindi, and Kannada

**PersonalDetails:**

|  |  |
| --- | --- |
| Sex | Male |
| Date ofBirth | 29-01-1988 |
| Nationality | Indian |
| Caste &Religion | Sunni Muslim/Islam |
| Hobbies | Playingfootball, Cricket,Volleyball, PC games, watching Movie, readingnewspaper, Outingwith friends and family. |

**Declaration:**

I,Adeeb UrRehmanH.J,herebydeclare thattheabovefurnishedinformationisauthentictothebestofmy knowledge.

**Adeeb**