

**RAVI**

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**OBJECTIVE:** Seeking a suitable position in AR department with a reputed organization where myeducation and experience can have valuable application. To achieve a challenge in demanding & progressive growth oriented position in a fast growing organization where my abilities knowledge & experience can be fully utilized. I want to enhance my abilities and also play an active role in development of the organization.

**Profile Summary**

**5+ years Accounts Receivable experience with 2.5 years in UAE**,skilled in managing materials /clients with leading Power retailer and Companies in UAE & GCC. Throughout my career I developed a sound experience, because of my ability to operate in a dynamic, rapidly and customer’s oriented business environment, handling strategic plans operations to meet the business goal and objectives.

**Skills:**

Organization, Accounting knowledge, Data Entry Skills, General Math Skills, Financial Software, Analyzing Information, Attention to Detail, Thoroughness, Reporting Research Results, Verbal Communication, MS-Office, Ability to handle difficult situations, MS Office, UAE Driver’s License.

**BASKET OF COMPETENCIES**



Vision, Mission & Strategic Planning Management  Operations & Administration  Personnel Management

* Cross Functional Coordination  Organizational Development  Performance Management  Time Management  Resource Optimization  Employee Relations  Client Relationship Management  Problem Solving  Team Leadership



**PROFESSIONAL EXPERIENCE**

**Sands International General trading 1st Nov 2015 – pursuing**

**AR - collections Executive**

**Key Responsibilities:**

Achieve monthly collection target

Maintains records by microfilming invoices, debits, and credits.

MOC: Direct/Call/Email - follow up customers regularly for payment. Manual & Original Bill Submission.

Ensure that all outstanding receivable are collected within the credit period given to the customer Visit the customers as per the plan to ensure maximum collection on monthly/weekly target.

Resolves valid or authorized deductions by entering adjusting entries.

Resolves invalid or unauthorized deductions by following pending deductions procedures.

Resolves collections by examining customer payment plans, payment history, and credit line. Summarizes receivables by maintaining invoice accounts, coordinating monthly transfer to

accounts receivable account, verifying totals. Preparing report.

Protects organization's value by keeping information confidential.

Updates job knowledge by participating in educational opportunities.

Accomplishes accounting and organization mission by completing related results as needed.

1



**Spoton logistics Pvt Ltd Dec 2013 – Sept 2015**

**Credit controller Executive**

**Key Responsibilities:**

Manual & Original Bill Submission.

Controls a portion of the ledger or handles major accounts

Maintains accurate and up to date customer details and account records Works with a Maximum of supervision on collection of overdue accounts

Handles disputed accounts and negotiates to bring payment into line with Payment terms Has regular customer contact by phone, email and indirect.

Uses initiative and imagination to achieve targeted results, while promoting customer goodwill

Makes adjustments, handles queries and resolves problems within company guidelines and policy Works under direction of and reports to a credit manager timely.



**CARAVEL LOGISTICS (Dubai, UAE)**

**Sales & Logistics Coordinator**

June 2012 – Oct 2013

**Key Responsibilities:**

Liaising with Airlines & liners for Freight Rate, Booking Confirmation. To maintain data base of all rates and constantly update the same. Keep a close watch on the market developments and co-ordinate with shipping Lines & Airlines accordingly for better rates.

Handling Non - Hazardous cargo shipments

Co-coordinating with Customer for their day to day activity of the shipment & solving their query with timely & effectively.

Interact with Overseas Office for all Export nomination shipments, Negotiations of Freight Rate, & bookings etc. Also follow up for destination charges in case of DDU / DDP shipments.

Follow up with the Sales team, Branch offices, etc. for free hands bookings Import as well as Export. Accordingly liaising with liners for special rates filling and ensure timely updating of the same to concern.

Co-ordination with Overseas Office for all Import Booking, Negotiations of Freight Rate, flight planning, shipment status.

Co-ordination with documentation team for timely releasing of accurate DO, BL & AWB to customers as per the terms of payment.

**Seamark Shipping (Dubai, UAE)**

**Sales Executive**

May 2011 – May 2012

* Present and sell company products to current and creating new corporate Key Accounts.
* Action plans and schedules to identify specific targets calling and arranging meetings with New/potential customers to prospect for new business.
* Listening to customer requirements and gaining a clear understanding of customers' businesses and requirements properly to make a sale
* Making accurate, rapid cost calculations, and providing customers with quotations.
* Identifying opportunities aimed towards scaling up business from the existing corporate clients.
* Managing Existing Accounts, and Building strong relationship with key makers.
* Negotiating the terms of an agreement and closing sales.
* Responsible for achieving sales volume/business targets, control outstanding & co-ordinate with other functions wherever the need be.

2



**Nous InfoSystems (Coimbatore, TamilNadu)**

**Lead generation team.**

**April 2008 - Feb 2010**



**Key Responsibilities:**

* Good public relations. Excellent communication skills.
* Sourcing the Independent Service Vendor companies’ in US & Canada region and depending on the requirements on domain basis.
* Involve actively in both generating marketing ideas and walking-the-talk sales activities.
* Responsible to promote and sell product, services & solutions.
* Analytical and good data market research skills.
* Achieve assigned sales target in a professional and effective manner.
* Ability to adhere strictly with daily sales schedule.
* To meet and present our product to potential clients.
* Responsible to executing all sales & promotional activities and ensuring those sales targets are achieved as planned.



**ACADEMIC QUALIFICATION**

* **BSc Computer science** passed from **Sri Krishna college of Arts & Science, Tamil Nadu**

**April 2007**

* **MBA (Logistics & Supply chain) pursuing** from **Bharathiar University, Tamil Nadu**

**1st year completed.**

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| **PERSONAL INFORMATION** |  |
| Nationality | : Indian |
| Date of Birth | : 06.07.1984 |
| Languages Known | : English,Tamil |
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| Marital Status | : married |
| References | : Available on Request |
| Current Location | : Dubai, UAE |
| Driving license | : yes, Light Vehicle Automatic |

**DECLARATION:**

I hereby declare that the information furnished above is true to the best of my knowledge.

**RAVI**

**Dubai**

**UAE**

3

