

Credit Control Collection Officer

Full Name : **ABDUL KALAM RASHID UL HAQ**
Age : **26 Years Old**
Nationality : **Sri Lankan**
Contact Mob. No. : **00974 33106086**
Contact Email. : **rsd.rashid11@yahoo.com**
Passport No. : **N6219277**
Sex : **Male**
Civil Status : **Married**
Address : **Doha, Qatar**
Visa : **Residency Permit with NOC**



Career Objective:

I am looking for a dynamic and challenging job with prospects where I can use my previous experiences and advance in my career.

Summary of Skills:

- Positive attitude and Effective Communication.
- Committed to delivering a high level of customer service.
- Flexibility to respond to a range of different work situations.
- Strong team player.
- Hard working and dedicates.
- Can work under pressure with time bound performance.
- Supervising Operations & Supervising People

Summary of Responsibilities:

- ❖ As a Credit Officer I'm responsible to assist the Credit Manager in running the Credit Department in a smooth and effective way and in compliance with all policies, whereby your role will include key responsibilities such as:
 - Examine all credit demands originating through the hotel department for credit customers.
 - Supervise Accounts Receivable activities in terms of billings, payment postings and internal follow-ups.
 - Follow up collections of Accounts Receivable, taking all necessary actions to secure timely payment and emphasizing on overdue amounts.
 - Ensure that necessary information in regard to overdue account is supplied to the Credit Manager periodically.
 - Respond to guest, credit card queries and account disputes.
 - Review guest ledger high balances and make necessary follow ups with Front Office to secure additional credit information or obtain immediate settlement.
 - Organize global billings for conventions, seminars and groups in order to ensure that all services were charged according to the agreement.

- Control the advance deposits account and ensure that credits are applied properly or refunded if not used.

Driving License:

- **Holding Qatar Valid Driving License**
- **Holding Sri Lanka Valid Driving License**

Working Experience: 07 years Experience in Qatar & 03 years Experience in Sri Lanka.

In Qatar – From 03rd January. 2018 until 30th May. 2018.

Company : Manlift Group WLL
Position : Commercial Assistant Credit Control

Activities

- SAGE, Syrgis Accounts Software Knowledge
- Invoice Printing, LPO, and Time sheet & Hire Contract attachment.
- Executing the company's credit policy, responsibility.
- Monthly Invoice Delivery and Payment Collection
- Regular visits to customer's offices and sites for the delivery of invoices, collecting payments and solving payment disputes.
- Daily reporting to Credit Manager
- Bank deposits and withdrawals
- Liaising with sales, hire desk and service departments on all customers related issues
- Monthly Collection Meeting Credit team & Sales team
- Monitoring customer account details for non payments, delayed payments and other irregularities, maintain accounts receivable.

In Qatar – From 22nd Dec. 2013 until 28th Dec. 2017.

Company : PLAZA INN DOHA HOTEL (BEST WESTERN HOTEL), CITY INN AL SEEF HOTEL
Position : Credit & Collection Officer (Account Receivable)

Activities :

- Online Invoice posting
- Cheque & Cash Collection and preparing a daily collection report, Checking the folio's attachments.
- Conducts daily follow up for payment and maintains individual files for all clients.
- Arranges invoices and ensure all supporting documents are attached and forwarded to the Credit Manager or delegate for approval and Submitting to the Company.
- Reconciliation of accounts, monitoring customer account details for non payments, delayed payments and other irregularities, maintain accounts receivable client files.
- File duplicate copy of all invoices / statements in their respective files and remove all paid invoices.
- Complete period-end closing procedures and reports as specified.
- Perform other reasonable job duties as requested by Supervisors.

In Qatar – From 20th Oct. 2011 until 12th Nov. 2013

Company : Networks Electrical & Mech. Cont. Co. –Doha, Qatar

Position : AutoCAD Draftsman, IT, Engraving Machine Operator, Graphic Designer.

Activities

- Plotting Kahramaa Record Drawing & Preparing field book, etc.
- Engraving Name plates & Signs
- Assembling, installing, Troubleshooting & repairing of office computers.
- Company Advertisement Board designing.
- Company Vehicle GPS Tracking.

Experience in Sri Lanka

- I have worked as a Trainee Computer Instructor, for 6 month in Global Computer Studies.
- I have been conducted a computer class for 2 years, and worked as a Computer Instructor.
- I have worked as a Life Insurance Sales Advisor for one year in Amana Takaful Sri Lanka.
- I have more than 5 years Experience in Windows 98, Windows XP, Windows Vista, and Windows 7/8 Windows 10. Formatting and Programs, Software installation and Computer hardware and Networking cable, Router Connection.

Language Proficiency:

1. **English** - Read, Write, Speak
2. **Arabic** – Normal Speak
3. **Hindi** – Speak
4. **Malayalam**- Speak
5. **Tamil** - Read, Write, Speak
6. **Sinhala**- Read, Write, Speak

Professional Qualification:

- Diploma in Computer Studies.
- Diploma in Ms Office.
- Diploma in Graphic Designing.
- Diploma in Hardware Engineering.
- Diploma in Network Administration.
- Diploma in English.
- Sports Champion Certificates in School and District level

- Successfully completed cross training in Night Auditor.
- Successfully completed cross training in IT Assistant.

Academic Qualification:

- (GCE O/L) - 2008
- (GCE A/L) – 2011

Declaration:

I hereby declare that all the above particulars finished by me are true and correct to my knowledge

Reference:

DANUSHKA VIMUKTHI
COST CONTROLLER
GOLDEN CROWN KANDY
PHONE: 0094 775698426
EMAIL: danushka_leen@yahoo.com

Reference:

CYRIL THOMAS
CREDIT SUPERVISOR
PLAZA INN DOHA
PHONE: 00974 74761485
EMAIL: ar@plazainn.com.qa

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Date

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Signature