



Abdul Rahman

! Credit Controller!

GCC- Driving Licence , OMAN

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Software Command: Tally ERP, Microsoft Orion, Ramco ERP,
Total Nos of Experience 8 Year in GCC

CARRIER OBJECTIVE

To take the organization to the topmost position wherever work. To give much more than what i get from the organization. Hard work & leadership quality. Further long-lasting relationship. Do more, learn more & get more.

EDUCATION

M.B. A	(Finance)	2014	Ranchi University Ranchi
B. Com	(Accounts Hons.)	2012	Kolhan University, Chaibasa

ACHIEVEMENT

1st contract of 2 years with Salem Mohiyaddin Bin Saif Trading Contraction & Manufacturing Co. I got rewarded within 1 year with appreciation in salary hike by 40%

- Currently working with "Al Bayader International SPC", Muscat Oman
Position : Credit Controller!
Duration : Date on September 18" 2018 to till continuous.



Company profile

The company deals in the business of Packing Disposable and Cleaning product (FMCG).

- worked with "Al Bayader International LLC, Sharjah UAE as a Credit Controller Date on September 18" 2018 to 2019 (Internal Transfer UAE to Oman)



- worked with "SALEM MOHIYADDIN BIN SAIF & BRO.TRAD & CONT CO."
Salalah-211, Dhofar Oman as an
Accountant Receivable (Credit Controller)
Date on 05/02/2015 to 02/08/2018



Company profile:

The company deals in the business of Construction Material Ready-mix Concrete,
|Block Interlock and Building Material stuff Etc.

- Worked with "ITALIAN TRADERS"
Jugsalai, Jamshedpur, Jharkhand
as an "Account Receivable & Credit Collection"
since 1stApril 2013 to 1st January 2015.(Family Business)



Company Profile:

The company deals in the business of Footwear Product, we had dealership

Duties And Responsibilities

- Responsible for all aspects of credit controller for the three-business division.
- Conducted all credit review and financial analysis for each customer.
- Conducted all year credit reviews open credit term for each client.
- Required to understand client payment behaviors along with ability to conduct affective financial of corporate/ company account.
- My role also incorporated the collection of all the credit the credit sales keeping the ledger within 85% of agree credit term each month. (Note -: **Current scenario pandemic and exceptional case even we active 70%, it is well good**)
- Releasing of order in both a timely manner and in accordance with both SOX requirement
- Ensure provision of timely and accurate overdue & outstanding information to the management and customer.
- Coordinate with legal counsel dispute balance (Defaulter customer) with customer and ensured recover bad debts.
- Chasing overdue invoice payment via phone, email, WhatsApp, and door to door visit depend on condition, investigation and raising of credit note, negotiation and monitoring the payment arrangement
- Sharing more than 500 customer SOA via Email every month sales executive must be on CC email
- Use Google smart sheet for follow –up payment maintaining due and overdue list and taking the feedback from salesman.
- Visit with clients for accounts related issues when required to ensure smooth running of business.
- Account reconciliation, providing the client with tax, rebate, and discrepancy related documents

Professional skills.

Advance excels, micros, words, and PowerPoint

PASSPORT DETAILS

Passport No	: T3820826
Date Of Issue	: 29/07/2019
Date Of Expiry	: 28/07/2029
Place Of Issue	: Ranchi, Jharkhand India

Near Imam Bara, Eidgah Maidan, Gouri Shankar Road, Jugsalai, Jamshedpur, Jharkhand, India-831006

DECLARATION

Hope To Your Honor Will Be Consider My Application and Give Me Chance to Work Under Able Guidance, Sir I Assure You May Best Service and Co-Operation At All Time.

With Regards & Thanks,

Abdul Rahman