



MOHAMED SADIQUE T N

COLLECTION EXECUTIVE

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PROFESSIONAL SUMMARY

Experienced **Credit Collection Executive** with a proven track record in managing accounts, resolving payment disputes, and ensuring timely collections. Seeking to utilize my expertise in credit management and client relations to contribute to organizational success by optimizing cash flow and maintaining compliance with financial policies.

EXPERIENCE

CREDIT COLLECTION EXECUTIVE | Present

AHLIYA, PURE DRINKING WATER, QATAR

- Manage and monitor customer accounts to ensure timely collections.
- Resolve billing discrepancies and payment issues.
- Prepare collection reports and assess overdue accounts.
- Build strong client relationships to enhance payment compliance.
- Negotiate payment plans with customers facing financial challenges.
- Maintain accurate records of payments and correspondence.

SALES SUPERVISOR | 1 Year

AL WARANIA INTERNATIONAL TRADING COMPANY W.L.L, DOHA, QATAR

- Oversaw credit collections to minimize overdue accounts.
- Coordinated with the accounts team to resolve payment issues.
- Led the sales team to achieve targets and improve performance.
- Identified market trends and expanded the client base.
- Implemented strategies to boost sales and customer satisfaction.
- Provided performance reports and growth recommendations.

VAN SALES | 6 Months

AL WARANIA INTERNATIONAL TRADING COMPANY W.L.L, DOHA, QATAR

- Efficiently manage daily sales routes and deliveries.
- Acquire new clients and provide excellent service.
- Oversee stock levels and product handling.
- Handle sales transactions and record data accurately.
- Gather customer feedback for product and strategy improvements.

ACCOUNTANT AND SALES EXECUTIVE

NEW DAMMAM TRADING COMPANY | 2018 – 2022

- Proper book keeping of all receivables and payables
- Updation of data & sales details on system
- Preparing invoices, bills of customers
- Selling of grocery and packed company products

EDUCATION

B.COM (FINANCE) | CALICUT UNIVERSITY | 2015 - 2018

PERSONAL INFO

DoB:

14/02/1997

Address :

Doha, Qatar

LICENSE STATUS

Qatar, KSA & India

PASSPORT & VISA DETAILS

No :R8070744

Expiry : 30/01/2028

Visa Status : Residence Permit

COMPETENCIES

- Expertise in managing customer accounts
- Proven ability to negotiate payment terms
- Strong skills in analyzing account data
- Skilled in building and maintaining positive client relationships
- Precision in maintaining accurate records

IT SKILLS

- Basic Computer Knowledge

LANGUAGES KNOWN

- English
- Malayalam
- Hindi
- Tamil
- Arabic