



# MOHAMED SHAFEEQ

## SUMMARY OF PROFESSIONAL EXPERIENCE

### PROFILE

**Dedicated and results-driven professional with a strong background in collections, credit management, and accounts administration. Seeking a challenging role in a reputable organization where I can utilize my expertise to optimize financial processes, enhance credit risk management, and contribute to the company's growth and success.**

### CONTACT



Sharjah, UAE



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### DRIVING LICENSE NO

UAE - 4591227

INDIA - 55/21011/2010

### Collection/Credit Officer **Derby Group (Etisalat Collection)** **Dubai, UAE** **May 2018 – Present**

- Successfully managed a portfolio of accounts, ensuring timely collection of outstanding debts.
- Contact customers with delinquent accounts via phone and email to collect outstanding debts
- Negotiate payoff deadlines or payment plans
- Investigate and resolve discrepancies in payments or accounts.
- Monitor accounts receivable to identify invoices that are approaching their due dates
- Monitor and provide reports on delinquent accounts, and if necessary, escalate issues for resolution
- Implemented effective collection strategies resulting in a significant reduction in delinquency rates.
- Prepared and presented regular reports on collection performance to senior management.

### Accounts cum Admin Assistant **Alankar Furniture Manufacturing, India** **Jan 2016 – Feb 2018**

- Managed daily accounting tasks, including accounts payable and receivable, invoicing, and reconciliations.
- Assisted in the preparation of financial statements and reports for management review.
- Maintained accurate and organized financial records, ensuring compliance with regulatory requirements.
- Provided administrative support to the office, including data entry, filing, and scheduling.
- Assisted in procurement activities, helping to source and negotiate with suppliers.
- Handled general office tasks to ensure smooth operations.

## PERSONAL DATA

Date of Birth: 18<sup>th</sup> February 1992

Nationality: Indian

Passport No: V2039717

Visa Status: Employment visa

## SKILLS

- Credit Assessment
- Debt Collection
- Financial Analysis
- Accounts Payable/ Receivable
- Financial Reporting
- Customer Relationship Management
- Data Analysis
- Microsoft Office Suite
- Communication Skills
- Problem Solving

## LANGUAGE COURSES

- English
- Hindi
- Malayalam
- Tamil
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## INTERESTS

- Learning new software
- Socializing
- Traveling

## ACADEMIC QUALIFICATION

- MASTER DEGREE - MCOM

IGNOU UNIVERSITY

Completed Master Degree in International Business.

- BACHELOR'S DEGREE - BCOM

Calicut University

Specialized in Cooperation business

## TECHNICAL QUALIFICATION

- Diploma in International Business Operation
- Diploma in Professional Accounting
- Diploma in Computer application
- Diploma in Graphic Designing

## ACHIEVEMENTS

- Excellent performance Award for quarter 2nd 2020 and Quarter 2nd 2021
- Great performance Award for the month of August 2021
- Good Performance Award for the month march 2021, August 2020 and Quarter 4th 2021
- Great performance Award for the year 2022
- Best performer award for the year 2023