

Ashutosh J Kotyan

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AL NAHDA, SHARJAH, UAE



OBJECTIVES

- Looking forward to pursuing a career in an environment that nurtures my talents to our mutual advantage and building a long association with the organization.
- Exceptionally well-trained and reliable with follow-through skills, Strong communication, collaborative & interpersonal skills with proficiency in grasping new concepts quickly and utilizing them in an effective manner.

AREAS OF EXPERTISE

- ♦ Organizational Development
- ♦ Budget Implementation & Cost control
- ♦ Executive Leadership & Supervision
- ♦ Time Management & Prioritization
- ♦ Risk Assessment & Management
- ♦ Execute tasks In High pressure Situations
- ♦ Client & Vendor Satisfaction
- ♦ Work Effectively in a Team-Oriented, Collaborative Environment

EDUCATION

- Bachelor of Business Administration from M.Marimallaappa's Science & BBM College with 59.2 % under University of Mysore.
- PUC in Commerce from Government Pre-University College with 44.6% under Department Of Pre-University Education.
- SSLC from Sri Jaya Chamarajendra Urs Boarding School with 64.8% under Karnataka Secondary Education Examination Board.

CAREER PROGRESSION



Union Bank of India Services Limited

Team Leader

Reporting to: Zonal Collection Manager

Jan-2023 – Feb-2024

Mysuru, Karnataka, India

KEY ACCOMPLISHMENTS

- Supervise assigned accounts to identify unresolved debts.
- Develop effective repayment plans.
- Follow-up with clients on overdue accounts.
- Oversee all monthly payments and refunds.
- Research and implement effective collection techniques.

- Perform all administrative duties related to ensuring office efficiency.
- Create monthly credit records.
- Respond to client account queries in a timely and professional manner.

CAREER PROGRESSION



SunBiz
Recovery Executive
Reporting to: Team Leader

Jul 2022- Dec 2022
Mysuru, Karnataka, India

KEY ACCOMPLISHMENTS

- Collaborating on debt collection efforts with Accounts, Sales, and the Legal Department.
- Developing debt collection strategies and plans.
- Searching publicly available databases to track down defaulters, including Credit Bureau information, background checks, and loan documents.
- Contacting debtors by telephone, negotiating settlements to receive payment on a certain percentage of the debt.
- Keeping hard copy and electronic records of all communications, payment plans agreed to, and amounts paid.
- Sending statements of delinquencies and satisfied debts to the Credit Bureau, as well as purging records where debts have been satisfied.

CAREER PROGRESSION



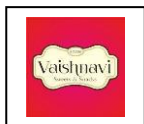
Briz Technologies
Sales representative
Reporting to: Manager

May 2021 – Jun 2022
Mysuru, Karnataka, India

KEY ACCOMPLISHMENTS

- Managing client accounts, generating leads, and maintaining customer relationships.
- Organized meetings and appointments with companies to promote Briz Technologies Equipment's services and supplies.
- Pay close attention to customer requirements.

CAREER PROGRESSION



Vaishnavi Sweets
Sales representative
Reporting to: Manager

Nov-2020 - Apr-2021
Mysuru, Karnataka, India

KEY ACCOMPLISHMENTS

- Daily review on the inventory of outlets and Checks on expiry of products.
- Sales and collections summary from the outlets.
- Ensuring the requirements, delivery of products on time to the outlets.
- Promotions on products in festival season to attract sales from companies and walk in customers.

SKILLS

- Ability to persuade others, which helps me convince clients to purchase recommended products or services.
- Effective communicator when speaking to clients or colleagues and when dealing with written correspondence.
- Strong listening skills to give customers a sense that their questions or concerns will be dealt with immediately.
- Commitment to providing excellent customer service in all aspects of a sales transaction.
- Fine attention to detail where mistakes or other discrepancies are spotted.

TECHNICAL SKILLS

- Short term (90 days) course of **TALLY ERP 9** from Adithya Computers, Govt. of Karnataka (Recog) at Mysore.
- Basic knowledge of computer.(MS Office, MS Outlook)

PERSONAL DETAILS

Date of Birth	:	17-04-1999
Nationality	:	Indian
Languages	:	English, Hindi, Kannada & Tulu
Joining	:	Immediately

PASSPORT & VISA DETAILS

Passport number	:	W1751878
Place of Issue	:	Bengaluru
Date of Issue	:	08/06/2022
Date of Expiry	:	07/06/2032
Visa	:	Visit Visa
Date of Expiry	:	05/04/2024