

# **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



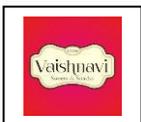
**Briz Technologies**  
**Sales representative**  
**Reporting to: Manager**

**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