



PROFILE

Efficient billing specialist with 5+ years of experience performing various accounts receivable functions.

Strong familiarity with claims procedures, collections techniques and customer query resolution.

Knowledgeable about preparing invoices, processing payments and pursuing past-due balances.

Well-versed in accurately coding different types of bills for clear record keeping and tracking.

CONTACT

PHONE:

+971562831317

EMAIL:

febz8550@gmail.com

PERSONAL DATA

Status: Married

Nationality: Indian

Date of Birth: 2nd July 1993

Visa Status: Visit Visa

Available to join immediately.

HOBBIES

Cricket
Sports

FEBIN JACOB

BILLING/SALES/CUSTOMER SERVICE

Visa Status: Visit Visa and available to join immediately.

WORK EXPERIENCE

Aravind Drug Line, Kerala, India -Sales Officer Cum Cash In Charge January 2018– July 2023

- ✓ Identified, researched, and resolved billing variances to maintain system accuracy and currency.
- ✓ Contacted up to 20 clients per week with past-due accounts to formulate payment plans and discuss restructuring options.
- ✓ Managed efficient cash flow reporting, posted cash receipts and analyzed chargebacks, independently addressing and resolving issues.

Maruti Suzuki, Kerala, India -Customer Service and Sales June 2016–December 2017

- ✓ Cultivate relationships with new customers to achieve sales objectives and provide insight into new products, features, and options.
- ✓ Strategically negotiate with customers to close on deals and increase sales; personally work deals, interest rates, leases, and calculate financial requirements prior to obtaining approval from dealership manager.
- ✓ Qualify and follow up on warm Internet leads regarding new and pre-owned vehicle availability, price, and options.
- ✓ Maintain contact with customers via email, phone calls, and regular updates on promotional offers.

EDUCATION

Kerala University, India

Bachelors of Commerce (B.Com) -2014

Keltron Knowledge Centre

Diploma in Computer Applications

Squadra Academy

Tally and Peachtree

SKILLS

Microsoft Office – MS Excel

Tally, Peachtree

Billing Software