



THAHIR

Sales and Payment Collection
Executive/Sales Representative

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📍 Abudhabi , UNITED ARAB EMIRATES

ABOUT ME

I am Highly motivated and results-driven Sales and payment collection Executive/Sales Representative with 10 years of experience in the FMCG,HORECA industry. Proven track record of sold products to customers, delivered purchase orders and informed existing customers of new products, increased sales by promoting products and took purchase orders and collected payments... Building strong customer relationships, and driving revenue growth. Seeking a challenging role in a reputable organization to utilize my sales skills and contribute to the company's success.

EXPERIENCE:

• **Boodys pastries food stuff & catering.(10+ years)**
Sales and Payment collection executive

• **Dana's Bakery.**

Sales Representative

• **Shuaa al rabab trading llc**
Sales and Payment collection executive

- Planned and execute sales
- Responsible for selling and distributing products
- Handled customer inquiries and complaints
- Delivered all the products in a safe and timely manner., and met monthly and yearly sales targets.
- Maintained the vehicle in proper working order., cleaned the vehicle interior and exterior on a regular basis.Scheduled timely servicing appointments for the vehicle.
- Prepare and submit sales reports, including daily/weekly/Monthly activity reports
- Develop and maintain strong relationships with existing customers, ensuring customer satisfaction and repeat business.
- Perform other clerical and administrative duties as Invoice, Fileing, Billing,preparing quotation, preparing LPO
- Assist Accounting/Finance team

Payment collection

- Cheque collection or payment collection everywhere in uae
- Follow up credit/ overdue accounts and costumer focus
- Collect payments on past due bills.
- Handle cash and cheque collections securely and
- deposit them as per company policies
- Communicate/follow up with clients using telephone and meetings face to face to
- Inform about overdue accounts, amount currently owed and attempts to collect payments.
- The work involves driving and visiting clients in their locations.

EDUCATION:

• SSLC PASSED FROM SREE KRISHNA
HSS GURUVAYOOR

• +2 Commerce PASSED FROM HSS
CHAVAKKAD

• studied B.com

LANGUAGE:

English,Malayalam,Arabic,
Hindi, Tamil

SKILLS:

1. Strong background in Sales and Marketing
2. Time management and Organization
3. Collaboration and Negotiation
4. Comfortable working independently and as part of a team
5. Excellent communication and interpersonal skills, Good coordinator
6. Problem Solving and Self-Motivating.
7. Active Listening and Product knowledge.