

SHIJIN BABU

Credit Controller/Accounts receivables officer

Results-oriented Accounts Receivables officer/Debt Collector with 5+ years of experience and knowledge in Construction/Outfit/Financial sector. Strong negotiator able to work in a very fast-paced environment and adapt to situations. Collects accounts in compliance with all applicable regulations and internal performance standards in order to meet personal and team goal objectives. Thorough legal and business economics acumen and excellent interpersonal skills with a valid UAE Driving license.



✉ shijinbabupallam777@gmail.com

☎ 971 582013098

📍 Sharjah Rolla, Sharjah, United Arab Emirates

WORK EXPERIENCE

Accounts Receivables/Debt collection officer Golden Dreams Building Maint and Decor

04/2020 - Present

Ajman, United Arab Emirates

As professional interior fit out company in UAE since 2005 we offer interior fit out services to Dubai, Abu Dhabi and the wider region. We are one of the largest stockists and distributors of exclusive and high quality of wallpaper, carpet, curtains.

Achievements/Tasks

- Keep track of assigned accounts to identify outstanding debts.
- Preparing statements and reports for the company accountant
- Locate and contact debtors.
- Negotiate payoff deadlines and payment plans.
- Track the outstanding debts and contact debtors to follow up on a weekly basis.
- Processing invoices.

Reference : Padmanabhan Kunhi Raman (General Manager-GD Build Maintenance and decor
- 971 524688945

Teller/Branch Compliance Officer City Exchange LLC, State Bank Of India

03/2018 - 04/2020

Dubai, United Arab Emirates

Achievements/Tasks

- Creating and implementing AML frameworks, procedures and policies
- Screening payments
- Proactively auditing processes, practices and documents
- Maintained accurate and detailed compliance records.
- Coordinated compliance inspections and conducted internal audits to review potential issues.

Reference : Ram Prashanth (Branch Manager City Exchange -State Bank Of India)
- 971 527965449

EDUCATION

MBA Finance (Master of Business Administration)
(02/2015 - 03/2017)

Madras University

Certificate Name

TECHNICAL SKILLS

Negotiation skills

MS Excel

Confidence and persistence

AML Compliance

Numeracy skills

VISA STATUS

Cancelled Visa

AVAILABLE FOR IMMEDIATE JOINING

DRIVING LICENSE

Valid UAE Driving License(Automatic)-With Own Vehicle.

PERSONAL DETAILS

Passport No : P4631289

Name of the institution that issued/awarded it

Date Of Birth : 13 September 1995

Name of the institution that issued/awarded it

Nationality : Indian

Name of the institution that issued/awarded it

LANGUAGES

English

Full Professional Proficiency

Hindi

Professional Working Proficiency

Malayalam

Native or Bilingual Proficiency

Tamil

Limited Working Proficiency