

**RIJIN RAJ K.V**

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*Professional Objective*

Top-notch Sales and accounts Professional with over 5 years of comprehensive experience in developing, and implementing strategic Collection, sales, marketing, business development plans, purchasing and customer service for leading companies in UAE. Strategic planner skilled at both short - and long-term goal setting. To be a part of an organization where I can utilize my education and skills to contribute in achieving effectively towards the organizational goals and to consistently learn and reform myself in creating new benchmark for marketing and collection.

Executive Profile

Professional Work History

Professional Work History

Core Professional Competencies includes:

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| * Team Management skills
* Strong administration & coordination skills
* Problem solving skills
* Market Awareness
 | * Setting credit control/collection plan
* Well organized
* Administrative proficiency
* Complex Negotiations & Deal Structuring
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Reem Al Falaj Trading Company. L.L.C. (RAFCO) Sales Executive From the year 2016 to until till date



RAFCO is a trading company based in Sharjah. The company entailing of Water Tanks, Water Pumps, Irrigation Boosters, Sanitary Wares, water cooling & Heating systems, Plumping Materials, water heaters etc.

* Develop and Set Internal Credit control systems, Debt Collection Policies, Terms & Conditions to control and monitor Retail Corporate Customers availing credit facility.
* Achieving and developing company sales target through company policies
* Contact and maintain genuine customers to improve the business
* Analysing customer enquires and co-ordinate with technical support team to prepare the quotation and technical submittals
* As per the Drawing and the calculation selecting the pumps with best efficiency point through project specification and vendor list
* Finalizing the commercial quotation with maximum or an average profit margin
* Attending the technical meeting with consultant or client to get the final approval
* Develop and establish policies, procedure and process related to Billing and collection.
* Work together with the purchasing Team in purchasing the required product based on customer request.
* Timely generation of customized invoices as per the contract and dispatch through customer e-mails/courier/by-hand.
* Established Account receivable reports, showing the details of invoices

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| Professional Work HistoryAcademic AchievementsComputer Skills Personal Details ContactDetails | paid/unpaid and also invoices paid partially/fully on monthly basis.* Develop system to generate aged overdue report for customers
* Develop system to generate and produce all kinds of collection analysis reports on daily basis

Sharjah Premiere Hotel and Resort 2013 To 2016Accounts Receivable/General Cashier Sharjah - UAESharjah Premiere Hotel and Resort is a Three-star hotel located in Sharjah and this hotel is part of Premiere Group and this group included 2 resorts and 3 Hotel apartments.* Preparing the Invoices and send to the Customers to get the payments
* sending Monthly statement of accounts through Submitted invoices
* Follow upping the outstanding payments
* Posting the back office receivable payments in accounting software
* Front office daily cash/Cheque collections counting and checking through cashier closing summary
* Depositing daily collection in the bank
* Prepare the Petty cash summary to make the Petty Cash Cheque
* Checking the daily front office all vouchers, room rates and cash receipts.
* Control the night auditor, front office cashiers and outlet cashiers

***Bachelor of Arts In English Literature (BA ENGLISH)***Calicut University, Kerala, IndiaVery good hands on experience in MS Word, Excel, Power Point, Outlook, Accounting software syrros and hospitality software Host Net**Nationality:** Indian **Date of Birth:** 12-04-1990 **Driving License:** UAE and India**Languages:** English, Hindi, Malayalam and Tamil **Visa Status:** UAE Residence**Email:** rijinraj94@gmail.com**Mobile:** +91 9846113413 |