

# NEETHU PRASAD

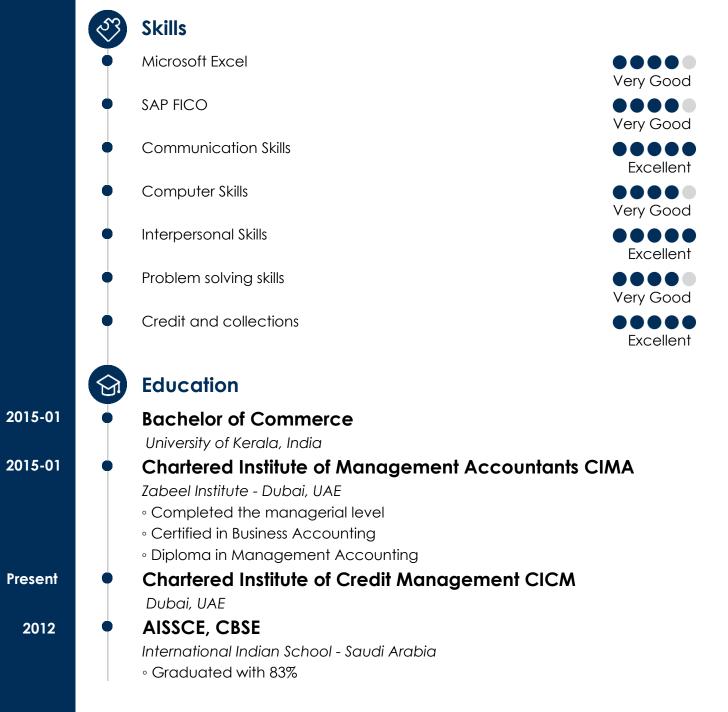
O Dubai, UAE

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Results-oriented Credit Controller offering expertise in working with UK, MEA, Black Sea, India customers to adjust schedules and obtain consistent payments. Knowledgeable about **accounts receivables**, **payables and credit control**. Strong communicator, planner and problem solver.



2021-06 - 2021- 08

2017-11 - 2021- 05

2015-08 - 2017- 01

# Work History

**Credit Controller** CKL, Dubai, UAE

Credit Controller-MEA Region Survitec Group, Dubai, UAE

**Accounts Receivables-Finance** RM Education, Trivandrum, Kerala, India

# Work Highlights

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- Ensure timely completion of general ledger balances with accuracy.
- Resolve internal and external queries on time.
- Visit customers along with account managers to discuss on outstanding balance and payment plan.
- Prepare weekly receivables forecast reports.
- Consistent follow up with concerned salespersons
- Assist in audit by providing documents and proofs as per request within deadline.

• Credit verifications with new potential customers to determine the credit limit and terms.

• Credit reports for the global head of credit & collections and financial director on receivables.

• Weekly meeting with the same on the status of collection for the region.

• Periodic meeting with sales team to discuss problematic customers and action points to persuade payment.

• Conduct team briefs, recorded minutes of weekly meetings held within the team.

• Issue credit notes when necessary upon approvals.

• Maintain a record of all communication with the customers – current status, point of contact, next follow up date.

• Work on over 500 past due accounts daily, which involved updating the dayto-day status of their account or invoices.

• Approve credit limit to customers after thorough analysis and credit check reports from D&B to reduce risk of irrecoverable debts.

• Contact customers regarding overdue and incorrect invoices.

• Deal with incoming calls in relation to queries and payments from existing customers.

• Proactively contact all customers on ledger to attain payment of outstanding balances.

- Create customer codes in ERP for new approved customers.
- Verify supplier contacts details to make payments to them.
- Verify petty cash vouchers.
- Arrange payments to suppliers

# Key Results & Achievements

- Good knowledge in handing UK customers.
- Overachieved collection targets set for consecutive years.
- Slashed overdue percent by 55% and maintained the same throughout.
- Proficient with customers of regions Middle East, Black Sea countries, India, African countries.
- Competent in handling customers in challenging areas such as Egypt, Ukraine, Turkey.
- Developed tailor made strategies with customer service teams for specifically tricky customers to persuade payment.
- Collected over 100k in first two months from a long-disputed Qatar customer.
- Reduced bad debts by over 50%.
- Introduced new deadlines and procedures in internal areas that can eventually cause payment delays.
- Recovered over \$2m of potential bad debts.
- Participated in extracurricular arts competitions.
- Won prizes for elocution, extempore, drawing and painting competitions.
- Worked in the editorial board of magazines in school and college levels.
- Participated for paper presentation competition conducted on behalf of International Accounts Day.

#### Languages

English

Hindi

Malayalam

## **Certifications & License**

- Valid UAE Driving License
- Microsoft Excel Beginner to Advanced Course Certification
- SAP FICO

## Other Details

- Date of Birth : 11.03.1994
- Marital Status : Single
- Nationality : Indian
- Interests : Dancing, Painting, Fashion Designing

## Declaration

I due hereby furnish that the above given information is true and correct to the best of my knowledge

