




NEETHU PRASAD

 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.



Skills

- Microsoft Excel ●●●●●●●● Very Good
- SAP FICO ●●●●●●●● Very Good
- Communication Skills ●●●●●●●● Excellent
- Computer Skills ●●●●●●●● Very Good
- Interpersonal Skills ●●●●●●●● Excellent
- Problem solving skills ●●●●●●●● Very Good
- Credit and collections ●●●●●●●● Excellent



Education

2015-01

- **Bachelor of Commerce**

University of Kerala, India

2015-01

- **Chartered Institute of Management Accountants CIMA**

Zabeel Institute - Dubai, UAE

- Completed the managerial level
- Certified in Business Accounting
- Diploma in Management Accounting

Present

- **Chartered Institute of Credit Management CICM**

Dubai, UAE

2012

- **AISSCE, CBSE**

International Indian School - Saudi Arabia

- Graduated with 83%



Work History

2021-06 – 2021- 08

- **Credit Controller**

CKL, Dubai, UAE

2017-11 – 2021- 05

- **Credit Controller-MEA Region**

Survitec Group, Dubai, UAE

2015-08 – 2017- 01

- **Accounts Receivables-Finance**

RM Education, Trivandrum, Kerala, India



Work Highlights

- 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 day-to-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 handling 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

●●●●●
Excellent

●●●●●
Excellent

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Excellent



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