

**KANNAN KALIYAN**

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**Mobile: +971 56 817 8744**

# Collection Representative

**OBJECTIVE**

A position with an organization where I can utilize the best of my skills and abilities that fit to my education. Skills and experienced a place where an encouraged and permitted to be an active participant as well vital contribute on development of the company.

**PROFESSIONAL EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| **Employer** | **Designation** | **Period** |
| EUROSTAR INTERNATIONAL LLC | SALESMAN | Aug 1994 to Mar 1999 |
| EURO CABLES | SALES EXECUTIVE | Mar 1999 till April 2008 |
| AL HAMLI | MESSENGER | April 2008 till March 2011 |
| EUROSTAR LOGISTICS | MESSENGER | March 2011 till April 2018 |
| UNISTAR ELECTRONICS | MESSENGER | April 2019 till Date |

**EDUCATIONAL QUALIFICATION**

**Higher Secondary school –** Govt. Higher Secondary School.

**DUTIES & RESPONSIBILITIES**

* Walk, ride bicycles, , or use public conveyances in order to reach destinations to deliver messages or materials.
* Load vehicles with listed goods, ensuring goods are loaded correctly and taking precautions with hazardous goods.
* Unload and sort items collected along delivery routes.
* Receive messages or materials to be delivered, and information on recipients, such as names, addresses, telephone numbers, and delivery instructions, communicated via telephone, two-way radio, or in person.
* Plan and follow the most efficient routes for delivering goods
* Deliver messages and items, such as newspapers, documents, and packages, between establishment departments, and to other establishments and private homes.
* Sort items to be delivered according to the delivery route.
* Obtain signatures and payments, or arrange for recipients to make payments.

**Skills**

* Knowledge of billing procedures and collection techniques
* Familiarity with laws related to debt collection
* Working knowledge of MS Office and databases
* Comfortable working with targets
* Patience and ability to manage stress
* Excellent communication skills (written and oral)
* Skilled in negotiation
* Problem-solving skills

**PERSONAL PROFILE**

Languages Known : Arabic, English, Hindi &Tamil

Passport Number : N7703940

Driving License : Motorcycle UAE License

Permanent Address : 209, Main Road, Labbaikudikadu, Tamil Nadu.

Marital Status : Married

Date of Birth : 16/06/1973

Visa Status : Visit Visa

**Declaration:**

I certify that the above are true and correct to the best of my knowledge and ability. If given an opportunity to serve you, I assure you that my wealth of knowledge will surely add value to your company and will satisfy my superiors.

**KANNAN KALIYAN**