



Muror Road
Abu Dhabi, U.A.E
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Email: Maichaelmonir@gmail.com
Date of birth: December 15th, 1984.
Nationality: Egyptian
Marital Status: Married.
UAE drive license: valid

MAICHAEL SALAH MONIR

OBJECTIVE

To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career and extensive experience will be further developed and utilized As I am a competent and committed credit controller with valuable experience of working in the finance department

DUTIES & SKILLS

- Receive payments and post amounts paid to customer accounts.
- Locate and monitor overdue accounts, using computers and a variety of automated systems.
- Record information about financial status of customers and status of collection efforts.
- Locate and notify customers of delinquent accounts by mail, telephone, or personal visits in order to solicit payment.
- Confer with customers by telephone or in person to determine reasons for overdue payments and to review the terms of sales, service, or credit contracts.
- Advise customers of necessary actions and strategies for debt repayment.
- Arrange for debt repayment or establish repayment schedules, based on customers' financial situations.
- Negotiate credit extensions when necessary.
- Trace delinquent customers to new addresses by inquiring at post offices, telephone companies, credit bureaus, or through the questioning of neighbors.
- Notify credit departments, order merchandise repossession or service disconnection, and turn over account records to attorneys when customers fail to respond to collection attempts.
- Comply with federal, state, and local financial legal requirement by studying existing and new legislation, enforcing adherence to

requirements, and advising management on needed actions.

EXPERIENCE
11
YEARS

ABU DHABI TRAVEL BUREAU (ATB)

ADDRESS: EAST CORNICHE ROAD, AL MARKAZIYA,
ABU DHABI LANDMARK: NEAR ABU DHABI CHAMBER OF COMMERCE &
INDUSTRY ZIP CODE: 278
CITY OF ABU DHABI
PHONE: +971 2 6338700 FAX: +971 2 6346020
CATEGORIES: TRAVEL AGENTS, COMPANIES & BUSINESSES

ACCOUNTANT & CREDIT COLLECTOR

From March 2007 till July 2018

Responsible for assessing the risk on new accounts by way of the credit information provided, reading financial accounts and establishing trading histories. Also responsible for managing the money loaned to or owed to the business and involved in all the stages of arranging loan facilities, payments and debt recovery.

From **AUG 2018 TILL PRESENT** **ALTA TRAVEL**
WORKING AS SALES EXECUTIVE & CREDIT COLLECTOR

EDUCATION 2002 – 2006 TANTA UNIVERSITY – EGYPT
Bachelor of Commerce

COMPUTER SKILLS Microsoft Word, Excel, Access, PowerPoint, Outlook Express, Microsoft Windows and E-Travel (Oracle)

PERSONAL SKILLS

- Organized and able to deal with multiple workloads at the same time
- Excellent written and verbal communication skills.
- Ability to deal with large quantities of financial data.
- Debtor and purchase ledger reconciliation.
- Excellent accounting knowledge.
- Raising accounts receivable invoices & preparing invoices for payment.
- Accurately and promptly processing documentation.
- Liaising with legal departments, banks and auditors.
- Processing accounts payables invoices.
- Recording all cash activity on a daily basis.
- High level of theoretical knowledge of technical accounting issues.

- Preparing cash journals so that all items are recorded in the correct accounting periods
- Knowledge of electronic banking system and complex problem solving
- Prepared annual company accounts and reports.
- Performed general office duties and administrative tasks.
- Prepared weekly confidential sales reports for presentation to management.
- Managed the internal and external mail functions.
- Provided telephone support.

REFERENCES: Available upon request.

Thank You For Reading My CV .