



Credit Controller Supervisor

Amr Elhelaly

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Summary

Profile:	Male, 41, Married
Nationality:	Egypt
Current Location:	Dubai, UAE
Driving License:	UAE, Qatar, Egypt
Notice period:	Up to 1 month

Work Experience

Oct 2017 - Present	Banque Misr (Banking)	UAE
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Collection Supervisor

- Following up with the Customers, Solving their Problems, Maximize the Collection from them.
- Chasing over Due Debts by Telephone, Emails, Letters and Visits.
- Drafting Legal Notice & Payment Reminder in Arabic & English and send it to Customers.
- Reporting to the Management all the Updates related to the Customers and update in System as well.
- Depositing Cheque & Cash collected in the Customers' Accounts in same Day.
- Providing Best Service to the Customers.
- Negotiate with Customers about the Over Dues and give Solutions.
- Preparing Daily & Monthly Collection Reports.
- Meeting Deadlines and Monthly Cash Target.
- Co Operating with Collection Team to achieve the Target.
- Following up for Legal Cases with Lawyer, Police Station and Court for Processing and Releasing.

Sep 2015 - Oct 2017

Dunia Finance Company (Banking)

UAE

Field Collector

- Following up with the Customers, Solving their Problems, Maximize the Collection from them.
- Chasing over Due Debts by Telephone, Emails, Letters and Visits.
- Drafting Legal Notice & Payment Reminder in Arabic & English and send it to Customers.
- Reporting to the Management all the Updates related to the Customers and update in System as well.
- Depositing Cheque & Cash collected in the Customers' Accounts in same Day.
- Providing Best Service to the Customers.
- Negotiate with Customers about the Over Dues and give Solutions.
- Preparing Daily & Monthly Collection Reports.
- Meeting Deadlines and Monthly Cash Target.
- Co Operating with Collection Team to achieve the Target.

Nov 2007 – Aug 2015

Naghi Medical Company (Medical Suppliers)

UAE

General Accountant & Credit Controller

- Handling Accounts of (Receivables & Payable & Petty Cash).
- Reviewing Credit Terms & Credit Limit for the Current and the new Customers.
- Coordinating with all Departments (Finance, Operation, Sales) to make sure that Invoices submitted to the Customers on time with all required Documents.
- Reviewing (Invoices, Delivery Notes & Inventory).
- Preparing Statements of Accounts and sending to the Customers every Month and when required.
- Chasing over Due Debts by Telephone, Emails, Letters and Visits.
- Drafting Legal Notice & Payment Reminder in Arabic & English and send it to Customers.
- Reporting to the Management all the Updates related to the Customers and update in System as well.
- Building strong Relationships and Providing Best Service to the Customers
- Collecting Cash & Cheque from the Customers and Depositing in the Bank.
- Handling all Bank Transactions (LG, LC, Remit, Cheque).
- Negotiate with Customers about the Over Dues and give Solutions.
- Following up with Customers for Remit. & LC.

- Allocate the Payments received by Customers in to Accounts and doing Monthly Reconciliation.
- Preparing Monthly Collection Report.
- Attending Monthly Meeting, Focusing on specific feedback.
- Meeting Deadlines and Monthly Cash Target.
- Handling all Government Transactions (Subscriptions, Renewal, Bill Payment, Clearance, Gate Pass ...) Dealing with (MOH, MOL, MOE, Health Authority, GHQ, Abu Dhabi Media, Etisalat...).

Jan 2005 - Mar 2007

Alsulaity Holding (FMCG)

Qatar

General Accountant

- Marketing & Sales Responsibilities.
- Handling Accounts of (Receivables & Payable & Petty Cash), Checking (Invoices & Delivery Notes & Inventory).
- Preparing Statements of Accounts and sending to the Customers.
- Collecting from the Customers and Depositing in the Bank.

Nov 1999 - Jan 2005

Accountant in AL Arabia Constructions Co., Ministry of Education. Cairo, Egypt

Education

Sep 1995 - May 1999

Helwan University - Faculty of Commerce
Accounting, Bachelor (BSc/BA),

Cairo, Egypt
GPA Good

Other Certificates

2004

Diploma of Manual Accounting
Accountants Training Academy, Egypt

2004

Diploma of Excel XP
Accountants Training Academy, Egypt

IT Skills

Word, Excel, Outlook, SAP, Oracle & ERP

Expert

Languages

Arabic	Native
English	Fluent
French	Basic