



JEROME D'SOUZA

CREDIT CONTROLLER
EXECUTIVE

Email:

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Mobile:

+971 50 934 7979

PERSONAL INFORMATION

Nationality: Indian

Languages: English and Hindi

Driving License: UAE

KEY SKILLS

Project Management
Project Supervision
Audit and Process Optimization
Stock & Inventory Reconciliation
Process Streamlining
Excellent communication and
presentation skills
Operations Management
VAT Compliance

Software & ERP:

MS Office Suite

Oracle 12i

EDUCATION

Mumbai University

Bachelor of Commerce

K.C.C. College of Management
Studies

Post Graduate in Advertising &
Public Relations

CERTIFICATIONS

Certificate in Fire Fighting
Certificate in Customer Service
Kaizen

Order Management in Oracle
Application

EXECUTIVE SYNOPSIS

A management professional with 21+ years of diversified experience in managing key projects and their administration within the construction and infrastructure management sector in addition to competencies in service management, hire and sale transaction management, project administration, logistics coordinator, stock and inventory audit and process streamlining, credit control, operations, knowledge of various procedures & practices related to Logistics Operation, Import/Export, Transportation, Team Leader (Leading the UAE team), Maintaining project documentation, and handling financial queries related to invoicing and final settlement. Well-organized team player with excellent planning, problem-solving, decision-making, coordination, communication, and interpersonal skills. Seeking for full-time employment where I can utilize my experience and deliver a worthwhile and a valuable contribution to any organization which I will be employed.

WORK EXPERIENCE

Credit Controller Executive

(taking care of credit control/invoicing/final settlement) Dec. 1997 – Sept.2018

BRAND ENERGY AND INFRASTRUCTURE SERVICES, UAE

Achievements:

- Acknowledged by a letter received from Regional Finance Director for successfully completing the internal audit with minimum risk.
- Appreciated by General Manager & Finance Manager for giving a solo presentation on site visits undertaken.
- Participated in Regional Office activities and administration encompassing activities of hire and sale transaction management, operations, financing and execution as well as stock control.
- Train the administrators to achieve maximum in executing the work in most effective manner to work as a team.
- Entrusted with the responsibility of a visit to the Qatar Branch which was more of an audit assignment. Successfully setup proper hire and sale order management process, stock reports, yard procedures for proper functioning of yard activity relating to stock, streamlined systems and operations.
- Also undertook an Egypt Branch trip, tasked with streamlining the whole Egypt stock and also setting out procedure to maintain stock. Was also actively involved in stock take. Set-up proper hire and sale order management process, stock reports.
- Performed an India Branch trip, where responsibilities encompassed setup of proper stock reports as per books, establishing the sale & hire procedure and educating staff on proper procedure to maintain stock in books.

Key Responsibilities:

- Opening customers account as per customer account opening form once the customer credit history is received from credit risk management company the limits approved by General Manager/Finance Manager/Credit Manager.
- Maintaining debtors days of customer as per the credit days as per the Debtors ageing.
- Maintaining Letter or Credit with value and claims and also keeping track of expiry, Bank Guarantee Value or Security Cheque (looking at the credit history of customer, as per the material supplied to site) updated with less risk exposure.
- Updating the credit limit of customer as per credit history as per the approval received from General Manager.
- Orders released incase it's on hold (incase customer has defaulted the credit terms) after receiving email approval from General Manager, Finance or Credit Control Manager.
- Measure of credit control and development on cash collection where the

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minutes of meeting and action taken by credit controller.

- Credit note issued due to price difference, short supply of material, final settlement of account as per the approval received through credit note authorization form.
- Cash credit management (debtors ageing worksheet extracted through database) where each customers ageing is reviewed from the value of invoices issued as per SOA and discussed during cash collection meeting on weekly basis in attendance with the Credit Controller, Credit Manager, Finance Manager and General Manager where various issues are discussed relating to payment.
- Preparing report from cash collection forecasted for the month on weekly basis as per actual and forwarded the same to the Credit/Finance/General Manager.
- All the documents relating to credit control are maintained as per the policies and procedure (best practice) in compliance with audit (internal/external)
- Updating the cash collection report as per the information received from AR accountant and also following up with credit controller on payment update incase there is difference on cash collection schedule expected from credit controller against respective customers.
- Overseeing all elements of routine administration pertaining to the various projects at hand, team leader (supervising a team of administrators and the execution of day to day administration activity).
- After discussing with the finance and sales manager (COS), all the quotations are reviewed once prepared by sales administrator and amended any changes if required.
- Order Management, Entering BOQ received from Design Office, Following up with logistics dept. on deliveries. Checking on the pending deliveries with logistics if any which is not supplied as per delivery schedule.
- Responsible for providing proactive and excellent customer service to all accounts, assisting with scheduling inbound and outbound shipments with customer's carrier's and managing all customer's invoices and billing documents.
- Maintain excellent working relationships with customers by responding to all inquiries and complaints concerning work orders, invoices, shipments, inventory counts, etc., in a courteous and efficient manner.
- Preparing daily sales report viz Cost of Sales against respective salesman.
- Preparing order back log report on daily basis and send it to Sales Team and Sales Manager.
- Preparing Hire & Sale provision reports during the month-end and providing the same to the management for review.
- Maintaining KPI on monthly basis.
- Scheduling material and arranging trailers for dispatch.
- Clearing Transport Invoices on weekly basis.
- Issuance of Pro-forma invoice for issuance of L/C, Independently handling local and export L/C, submission of L/C documents to bank.
- Formulating weekly hire scan and sales reports and sending it to the management for interpretation.
- Stock Management and Analysis on Weekly & Monthly basis.
- Arrangement of Stock Take on monthly basis and reconcile with accounts team.
- Resolving issues if any relating to invoicing by visiting the customer, reconciling entries and amounts posted and sorting payment concerns, thereby meeting credit and liquidity guidelines.
- Performing and posting final settlements for hire job works, ensuring all entries were duly passed and accounted for on all jobs.
- Complying with yearly external audit requirements for Hire & Sale works.
- Ensuring that VAT invoicing and credit notes if any were promptly raised in compliance with UAE law.

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Client Management Executive & Admin
Ogilvy & Mather Advertising – Mumbai

May 1995 – September 1997

Responsibilities

- Preparing Estimates as per the media plan approved by the customer and sending it to customer for final approval along with the media plan.
- On approval of the estimate, release order is issued along with the printing material for release or Advt.
- Maintaining of customers files for records.
- Coordinating with publication of any special position of Advt. in newspaper and magazine,
- Help media buyers and planners develop, execute and monitor media plans
- Prepare reports, letters and other paperwork
- Create and monitor media schedules
- Ensure billing procedures run smoothly
- Conduct research to collect useful media data (e.g. IMRB TRP, NRS V etc.)
- Book Advt. space in print media by calling publication
- Take on buying tasks as assigned by Media Buyer