

# Avad Bin Ismail Bafleh

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## Summary

Discreet collection Agent who understands how to handle even the most delicate customer situation. Adept at working commercial and consumer accounts, maintaining accurate records and developing good rapport with clients Specializes in high volume accounts.

## Skill Highlights

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- Results-oriented
- Revenue generation
- Organizational capacity
- Ability to motivate staff and maintain good relations
- Good manners

## Experience

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**Team Leader** - 02/2016 to Present

**Tahseel Hadaf Al khaleej Debt Collection, Sharjah**

- Tracing debtors through net, establishing contact and negotiating for payment.
- Sending legal notice to debtors by mail and arranging field visits.
- Raising proposals with bank and arranging settlement letter.
- Following with bank for closure of accounts once payment is made.
- Supervised staff of collectors, monitoring phone calls and letters.
- Contacted clients with past-due payments and actively monitored all payments due from clients.
- Trained and mentored new employees on collection methods, documentation requirements and performance strategies

## Education

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- MBA: finance – 2015 **Osmania University, India**
- B.Com: Computers -2013 **Osmania University, India**