

NISHITHA JOSEPH

PROFESSIONAL SUMMARY

CARRIER OBJECTIVE

Ambitious to build a career in accounting and finance with an organization where team work is required and is appreciated and to be in a position which is best suited to my knowledge and skill. High achieving credit controller offering quality-minded and customer driven approach. Resourceful and skilled professional focused on improving productivity and streamlining processes for efficiency.

WORK HISTORY


CREDIT CONTROLLER, FEB2018- APRIL 2019
POSEIDON SHIPPING AGENCY PVT.LTD

- Managing credit receivables.
- Preparing and maintaining outstanding reports on a regular basis.
- Auditing the mismatches for 26AS Tax return filing.
- Ensures the timely collection of outstanding monies in accordance with policies and procedures.
- Daily follow up on overdue debts by telephone and email.
- Contacting and following up with customers by all means of positive effective communication regarding all unpaid balances.
- Ensuring all receipts and credits are correctly allocated.
- Establishing and maintaining great Customer Relationships to maximize account performance.
- Managed customer accounts by ensuring any issues and queries were dealt with professionally and resolved quickly & efficiently ensuring no payment delays.
- Maintaining accurate and up-to-date customer details and account record
- Identified accounts that required special resolutions by consulting the sales representative and or escalating to management for reasonable resolution.
- Create pivot tables and look-ups in excel.



Contact

 **DUBAI [Sharjah]**

 **+971 543466459**

 **nishithajoseph@gmail.com**

 **INDIAN**

EDUCATION

Master, Finance, 2017
MG University- India
GPA- 2.88

Bachelor, Marketing, 2015
MG University, India
GPA-3.2

Secondary, 2012
Kerala State-Board of Examination
GPA-88

SSLC, 2010
Kerala State- Board
GPA- 87

CERTIFICATE

MS OFFICE
ACCOUNT ASSISTANT TALLY

ADDITIONAL INFORMATION

Passport Details: U2752678

UAE Visa: Husband Visa

REFERENCE

Mr. RENJITH T R
DOCUMENTATION MANAGER
POSEIDON SHIPPING AGENCY
PVT.LTD
MOB: +91 9745324900

- Developed credit control solutions through in- depth historic issues research.
- Upload relevant documentation to client portals

COMPUTER PROFICIENCY

- Proficient in MS Word and Excel.
- Pivot table, VLOOKUP
- PowerPoint
- Outlook
- Tally ERP9

SKILLS

- Responsible, determined and self-motivated with the ability to learn.
- Ability to clearly communicate ideas
- Possess responsible leadership qualities
- Amenable to ideas and suggestions
- Ability to recover older debts by utilizing person tracing skills and negotiating.
- Payment planning.
- Professional telephone manners which helps to deal with customer debt disputes.

STRENGTH

- Sincere and hardworking
- Self-confident
- Ability to motivate
- Honesty, working in team.
- Cross-functional communication.
- Persistent communication.
- Issue review
- Customer relations.

LANGUAGES

Malayalam: Native

English : Conversational

Hindi : Beginner