

CURRICULAM VITAE

Name : **Malik**
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Visa Status : **Visit Visa**



OBJECTIVE:

To seek a position where I can gain well experience and utilize my professional skills towards the development of an organization.

LICENSE DETAILS:

- **LMV License Valid up to 29.10.2026**
- **Motor Cycle License Valid up to 29.10.2026**

PROFESSIONAL SYNOPSIS:

Totally have 14 Years work experience as Debt Collector in Henkel Polybit Industries Ltd, Uae.

CAREER SUMMARY:

- Keep track of assigned accounts to identify outstanding debts.
- Plan course of action to recover outstanding payments.
- Locate and contact debtors to inquire of their payment status.
- Update account status and database regularly.
- Cheque collection and deposit.
- Bank Dealing work
- Invoice Dealing with the client
- Identify customers with outstanding debts.
- Contact and track debtors, encouraging timely repayment
- Handle customer Questions, complaints, and enquiries.
- Create and implement debt collection course of action
- Negotiate specific payment plan arrangements with debtors.

PERSONAL SKILLS:

- Excellent customer and employee relations skills.
- Excellent verbal communications in English, Hindi, Malayalam and Tamil.
- Highly self-motivated with a Positive attitude.
- Dynamic & Hardworking.
- Team Player.
- Desire to learn new technology to improve my skill set.

EDUCATION QUALIFICATION:

- Bachelor of English Literature

PASSPORT DETAILS:

- Passport No : T2971128
- Place of Issue : Dubai
- Date of Expiry : 31.03.2031

PERSONAL DETAILS:

- Date of Birth : 21.05.1984
- Father's Name : Majeeth
- Sex : Male
- Nationality : Indian
- Languages known : English,Hindi,Malayalam and Tamil

DECLARATION:

I declare that the information and facts stated here in above are true and correct to best of my knowledge and belief.

**Yours truly,
MALIK**