

Collection – Retail Sales Jobs in Dubai | Agile Consultants

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Company: Agile Consultants

Location: dubai

Category: other-general

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Jobs Responsibilities:

- Monitor accounts on a daily basis to identify outstanding debts.
- Identify outstanding account receivables.
- Investigate historical data for each debt or bill.
- Contact clients and discuss their overdue payments.
- Take actions to encourage timely debt payments.
- Process payments and refunds.
- Resolve billing and customer credit issues.
- Update account status records and collection efforts.
- Prepare and present reports on collection activities and accounts receivable status.
- Bachelor's degree in Accounting, Business Management or equivalent.
- Excellent negotiating skills.
- Knowledge of MS Office and accounting software/database.
- Knowledge of payment plans, accounting and billing procedures.
- Knowledge of collection laws and regulations.
- Problem-solving and critical-thinking skills.
- Customer orientation and ability to adapt/respond to different types of characters.

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