



## Sahil

**Mobile: 9650963451**

**Email ID: Sahilrehman121@gmail.com**

**Address: 443- T Huts Backside DTC Depot, Rohini Sector-3, Delhi-110085.**

**DOB:- 22 November 1997**

**Summary:** Responsible for managing and collection all the outstanding accounts receivables from debtors. Monitors account to identify outstanding debts, Find and contact client to ask about their overdue payments. Take action to encourage timely debt payment.

### **Work Experience:**

**Designation: Senior Debt Collection Executive, Internal Grade: Collection Associate, Location: Delhi**

**Navi Fiserv Pvt. Ltd. | 27 January, 2023 – 17 January 2024**

Monitor accounts to identify outstanding debts investigate historical data for each debt or bill Find and contact clients to ask about their overdue payments take action to encourage timely debt payments Process payments and refunds Resolve billing and customer credit issues Update account status records and collection efforts Report on collection activity and accounts receivable status. Patience and ability to manage stress Excellent communication skills (written and oral) Skilled in negotiation Problem-solving skills.

**Designation: Senior collection executive, Internal Grade: Senior collection executive, Location: Delhi**

**HDB Financial Pvt. Ltd. | 27 May, 2019 – 09 December, 2023**

Responsible for managing and collection all the outstanding accounts receivables form debtors. Monitor accounts to identify outstanding debts Investigate historical data for each debt or bill Find and contact clients to ask about their overdue payments.

**Designation: Collection Executive, Internal Grade: Senior Executive, Location: Delhi**

**DI management International Pvt. Ltd. | 10 April May, 2017 – 03 May, 2029.** Managing Collection and Recovery portfolio of NPA and Write off cases by contacting debtors via phone calls and email to pay off their dues and offering them Settlement plan to close their liability, and achieving the given target.

## Achievements:

- DRA certified
- Excellent communication Skills
- Responsible for handling a Portfolio

## Education:

- **MA Political Science. (Post Graduate)**  
Indira Gandhi National Open University (2021 - 23)
- **BA Program. (Graduate)**  
Delhi University School of open Learning (2015 - 18)

## Skills:

- Basic Computer Knowledge
- Tally ERP – 9
- MS office , Ms excel
- Excellent communication
- Negotiation skills
- Team Work Responsibility
- Data analysis

## Personal Information :

- Fathers Name – MD Muslim
- Date of Birth – 22 November 1997
- Gender - Male
- Marital status – Married
- Language – Hindi, English
- Nationality – Indian

**I hereby declare that all the information stated above is true to the best of my knowledge and brief.**

**Date:-**

**Place:-**

**(Sahil)**