

Thara Maria Mathews

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OBJECTIVE

A professional accounting executive seeking a challenging position where expert management skills, interpersonal skills, and analytical skills will be fully utilized and developed.

SKILLS & STRENGTH

- Excellent communication skills and ability to convince
- Good interpersonal and organizational skills
- Hardworking & enthusiastic in learning new things
- Successful in working to very tight deadlines
- Flexibility and initiative through adapting to different environments
- Pleasant, professional and articulate phone voice

CAREER PROFILE

RAK CERAMICS PJSC

Credit Controller and Admin Executive

April 2008 to February 2019

Company Profile:

RAK Ceramics is a global hi-tech manufacturer of premium ceramic tiles and sanitary wares. They are one of the largest ceramic tiles manufacturers located in RAK and a distribution network that spans over 160 countries.

Job Profile:

- Timely and effective collection of debts and customer payments by following up via telephones, emails and meeting customers
- Identify delayed payments and irregularities in collection where there are any overdue of invoices or payments, inform senior management of default customers, negotiating re-payment plans and initiate legal procedures if necessary
- Ability to establish and maintain good client relationship, contact the clients to ensure proper submission of invoices and to understand the status of due payments, resolve queries around outstanding invoice
- Evaluate new credit request and reviewing customer's credit rating with other suppliers or contractors and recommend payment terms and credit limit of customers as per the rating
- Control all kinds of payment transactions, submit and reconcile the expense reports
- Answer incoming calls and greet walk in customers by provide general information and support
- Handle couriers and deliveries, sort and distribute incoming mails, fax and enquiries
- Maintain office and pantry supplies by checking stocks, anticipating needed supplies, placing and expediting orders and verifying receipts of supplies. Ensuring proper operation of office equipment by completing preventive maintenance requirements and calling for timely repairs
- Coordinate work space and other work related equipment for new employees, maintain up to date employees details, handle leave applications, travel arrangements and other documents

MODERN STATIONERY
Sales Coordinator

January 2008 to March 2008

Company Profile:

Modern Stationery is a leading vendor of quality stationeries and office supplies who is committed to meet the needs of customers by delivery quality products with innovative function and modern design across UAE.

Job Profile:

- Prepare quotations, sales orders and Proforma Invoices
- Responsible for processing all incoming LPO
- Support the field sales team in resolving any sales related issues.
- Update the inventory and office supplies to ensure efficient office workflow
- Complete the administrative needs of the sales department
- Respond to sales enquires received by mails and calls
- Handle customer queries and complaints & provide after sales supports when required

HDFC BANK
Tele Sales & Marketing

July 2007 to September 2007

Company Profile:

The Housing Development Finance Corporation Limited (HDFC) was incorporated in August 1994 with its registered office in Mumbai, India.

Job Profile:

- To introduce and sell the banking products as per the customer interest
- Acquisition, maintenance and development of sales
- Send daily reports to field sales executives and related managers

ACADEMIC BACKGROUND

| Qualification | Board / University | Year |
|----------------------|--|-----------|
| Bachelor of Commerce | Mahatma Gandhi University, Knowledge Village, Dubai, UAE | 2004-2007 |
| Higher Secondary | Mount Carmel G.H.S.S, Kerala, India | 2001-2003 |
| Secondary School | Mount Carmel G.H.S.S, Kerala, India | 2000-2001 |

PERSONAL PROFILE

Date of Birth : 24/12/1985
Language Known : English, Hindi and Malayalam
Visa Status : Residence Visa
Driving License : Holder of valid UAE driving license
Nationality : Indian
Marital Status : Married