



SANA JAMIL

CONTACT



+971 552758822



sanajamil1322@gmail.com



International city , Dubai

EXPERTISE SKILLS

- SALES
- TACTICS & EXECUTION
- COMMUNITY MANAGEMENT
- TEAM WORK
- CREATIVE MINDSET
- CLIENT MANAGEMENT
- MS EXCEL

LANGUAGE SKILLS

ENGLISH



Urdu



Punjabi



ABOUT ME

I am a highly driven communication and sales professional with a broad experience in developing strategic plans to increase engagement, raise awareness, and fortify community relations. I have also demonstrated the ability to meet my sales target and achieve above and beyond by building my sales pipeline strategically. I am a fast learner and looking for opportunities where I can be challenged and have a place to grow.

WORK EXPERIENCE

Mabeaat UAE Banks-(Standard chartered, ADCB,NBD)-(Collection Project) Financial Collection Department Sales Coordinator

Feb 2021 to till now

Duties and Responsibilities

- Collection of personal loans and credit cards, with excellence collection of big amounts.
- Accountable for reducing delinquency for assigned accounts.
- Must communicate & follow up effectively with the respective departments regarding customer accounts on a timely basis.
- Providing customer service regarding collection issues, process customer refunds, process and review account adjustments, resolve client discrepancies and short payments.
- Responsible for monitoring and maintaining assigned accounts- Customer calls, account adjustments, small balance write off, customer reconciliations and processing credit memos..
- Ability to manage time in a good way so that goals can be completed easily.
- Weekly and monthly reporting to direct supervisor.
- Advise customers on their various payment options. If no payment agreement can be reached, inform customers of further actions that may be taken against them in order to reach to good deal with the customers to collect the overdue amount.
- keep customer's files updated, recording times and dates that contact has been made in order to follow up with the cases.
- Prepare statements to be given to credit departments and legal department when customers fail to meet their payment agreements or when no payment agreement can be made.
- Seeking to reach unreachable client's for long time by different ways in order to reach them to inform them of their debts .
- Answer incoming calls from customers and other individuals.



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EDUCATION

Graduation B.com
Karachi University
Intermediate
Sir Syed College

PERSONAL DETAILS

Date of Birth: 08/08/1994
Gender: Female
Marital Status : Single
Nationality : Pakistan
Visa Status:Freelance visa

HOBBIES:

SPORTS
LISTENING TO MUSIC
BAKING SOCIALIZING
COOKING

Big Dreams real estate
Sales Agents
Feb 2019 to Jan 2021

- Responsible for the targets of sales & rentals properties
- Deal with clients sales & rentals
- To Build rapport with clients and resolving the issues.
- Generate the lead
- Successfully achieved monthly targets, sales& rentals Proprties

Al mawazen construction company (as administrator)

Duties and Responsibilities

JAN 2018 TO JAN 2019

- Attempt to collect payment on overdue packets by informing customers of their outstanding amount .
- Speak to customers to negotiate payment plans and payment schedules that suit their current financial situation while still satisfying the debt.

JP Printers Karachi, Pakistan
Financial Collection Department,

Duties and Responsibilities

- Collection of the loans and credits as the company used to work and place the order on credit so we have a team there to collect the money from the clients
- Keep good relations between the clients and the Company.
- Monthly reports about collected amounts.
- Developing new strategies for collection department.
- Ensuring good relations between the customer and the bank.
- Keep a Good relationsh ip with the company visitors (Internally & Ex ternally).
- Weekly and monthly reporting to direct supervisor

Training Courses

- Basic Concepts of Information Technology
- Word- Excel - Power point
- Database
- Information and Communication

Declaration

I declare that the information provided above is true and correct to the best of my knowledge

SANA JAMIL