

MUHAMMAD TAHIR

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CAREER OBJECTIVE:

Seeking a responsible and challenging position in a progressive organization where my education, experience, skills and ability will significantly contribute to the overall success of my employer as well as my career growth.

WORK EXPERIENCE:

i. Accountant cum Accounts Receivable at Istanbul Group of Companies, UAE (August 2012 – December 2024)

- Identifying customers who have outstanding debts and monitoring accounts for overdue payments.
- Contacting debtors to encourage timely repayment and arrange debt payoffs .
- Negotiating with debtors to determine the amount of the debt, confirm the due date, and establish a payment plan.
- Creating strategies for collections, such as incentives for on-time payments .
- Preparing reports on collection activity, including daily and weekly reports .
- Streamline accounts receivable and payable processes, improving cash flow.
- Negotiate contracts and vendor agreements, achieving cost savings.
- Implement financial controls, minimizing risk and enhancing accountability.
- Meeting or exceeding monthly collections targets .
- Handling customer questions, complaints, and inquiries .
- Performing duties in compliance with debt collection laws and privacy regulations.

ACADEMIC QUALIFICATIONS:

Course

Bachelor of Commerce (B.Com)

Institute

Bahauddin Zakariya University, Multan, Pakistan

CERTIFICATIONS / TRAININGS / SOFTWARE SKILLS:

- UAE Manual Driving License
- Proficient in all versions of MS Office (Words, Excel, Power Point)

LANGUAGES KNOWN

- English, Arabic, Urdu and Hindi

REFERENCE:

- Available when required.