

## Position: Executive - Collections

We are looking for a self-driven and competent Executive-Collections to join our team at our company. As an Executive-collections, your main responsibility will be to contact clients and follow up for uncollect and outstanding payments to ensure recovery of pending amounts.

### Job Profile:

- For the identified and allocated outstanding account receivables, reach out to the clients through calls. (80-100 effective calls per day).
- Share requisite information with the clients for recovery: historical data for debts and bills.
- Maintain contact data as well as the call log for each client communication.
- Resolve customer credit issues.
- Maintain communication logs and escalation matrix

- **Expected Skill Set:**

- Knowledge of MS Office.
- Able to work independently.
- Should be comfortable working with targets.
- Excellent communication, Analytical and interpersonal skills.
- Educational Qualification: 10+2, Bachelor's degree is a plus.

**Experience:** 0-1 Years

**Location:** Gurgaon