



RECONNECT
ENERGY

REConnect Energy Trading

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✉ : info@reconnectenergy.com
🌐 : www.reconnectenergy.com

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



GRIDConnect
Driving Decisions Digitally

📍 **Registered Office & HQ :**
V.K. Kalyani, #22, 7th Floor
Sankey Road, Bengaluru - 560020
Karnataka, INDIA

📍 **Other Locations :**
Gurugram, Mumbai, Chennai, London