

Position: Collections Executive

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 outstanding payments and 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: B.Com/BBA

Experience: 1-2 Years

Location: Bangalore