Saiful Anuwar Bin Zahari

Detail-orientated Credit Control & Credit Management which adapt at making critical decisions, managing deadlines and conducting team reviews. With expertise in analysis and quantitative problem-solving skills, dedicated to company growth and improvements. Skilled in leading and motivating team members to success.

CONTACT

- 62100, Putrajaya, Malaysia
- 019-409 5991
- saiful.smef@gmail.com

SKILLS

- Credit Management
- Ability to multitask
- Leadership
- Microsoft Office
- Effective time Management
- Ability to work in a team
- Analytical thinker
- Accounts receivable

LANGUAGES

English: B2
Upper Intermediate

Malay: C2
Proficient

HOBBIES AND INTERESTS

- Reading
- Playing Badminton
- Cycling

CERTIFICATIONS

- ISO 9001:2015 Lead Implementer Training in 2015

WORK EXPERIENCE

Finance Executive - Credit Control
Columbia Asia Hospital - Bukit Jalil - Kuala Lumpur, Malaysia

10/2023 - Current

- Close monitoring on KPI for monthly collection and aging 90 days & above not more than 5% which is stipulated by Group.
- To ensure bill submission to debtors within 7 days.
- Receipting payment based on amount received in bank statement.
- Follow up excess or co-insurance amount from patient.
- Maintain payment procedures & policies to ensure timely payment from debtors & patient.
- Reconcile bank statement, invoices & Credit Notes.
- Report to management on outstanding issues and potential debtor & patients matters.
- Prepare statements and reports for Finance Manager & CEO.

Assistant Manager - Credit Management
Parkson Credit Sdn Bhd - Kuala Lumpur, Malaysia

02/2015 - 06/2021 - 05/2023

- Monitor and review monthly bad debt recovery must be at least 70% increased per each aging from delinquent 90 days & above.
- Modelled business processes to identify strengths, weaknesses and opportunities for improvement.
- Optimized team training and staff development.
- Prepare proposal & approval for Write-off by quarterly if required by Top Management
- Set up monthly meeting with Collection Agency to review performance
- Trained and helped less experienced staff manage workloads and assignments, facilitating fulfilment of organizational objectives
- Develop and implement strategies to enhance collection efficiency and increase revenue
- Executes Credit Management action plans to reach long and short team goals
- Generated strategic weekly Key Performance Indicator (KPI) targets, motivating and incentivizing staff to continually achieve and exceed expectation

EDUCATION

04/2010
Bachelor Degree Finance
Universiti Teknologi Mara (UiTM)
GPA: 2.99