



6

**HOUR
SESSION**

CREDIT CONTROL ESSENTIALS

ABOLISH BAD DEBT

Comprehensive workshop, covers documentation, parties rights and obligations, risks and more.

- ◆ Collect on time every time.
- ◆ Avoidance and timely resolution of customer disputes.
- ◆ Reduce risk of bad debts.

KEY CONTENTS

1. Cash Flow Management and Credit Control - An Overview
 - ◆ Basics to enhance awareness.
 - ◆ How cash flow affects profitability and is essential for business survival.
2. First things First - Importance of Proper documentation
3. Ledger Management - Regular customer reconciliation
4. Reporting and review
5. Know your customer
6. Nip it in the bud - Credit Approvals for New Customers
7. Different modes of payment for local and international customers
8. Dealing with difficult customers
9. Being Self Aware
10. Legal Action - Get Tough



CHECKLISTS

- ◆ Cheque Collection
- ◆ Know your customer
- ◆ Payment Terms
- ◆ Invoices
- ◆ Follow-up
- ◆ No payment now what?



WHO SHOULD ATTEND

All involved in Commercial dealings with Customers

- ◆ Business Owners
- ◆ Managers
- ◆ Accountants
- ◆ Finance Department Staff
- ◆ Sales Staff
- ◆ Credit Control Staff



WHAT YOU WILL OBTAIN

- ◆ Learn from the expertise of a professional with 30+ years experience.
- ◆ Real learning that delivers real results.
- ◆ Case studies, examples and exercises.
- ◆ Comprehensive Course Material.
- ◆ Range of credit control checklists to make your work easier.
- ◆ Learn to formulate and implement a workable credit policy.
- ◆ A chance to clarify your doubts and questions on trade and commercial issues.
- ◆ Opportunity to network with fellow professionals.

CASH INVESTMENT

One or two Delegates	AED 2,300/-	per delegate
Three or Four Delegates	AED 2,000/-	per delegate
Five or more Delegates	AED 1,700/-	per delegate

All prices are inclusive of 5% UAE VAT

FACILITATOR

Huzaifa A. Nakhoda

FCA, CWA
CHARTERED ACCOUNTANT

Huzaifa Nakhoda is the Principal Consultant at Navigate.

In Dubai since 1994, he has held senior positions with reputed organizations.

A commercially astute professional with rich regional experience Huzaifa advises on corporate strategy, business process optimisation, mergers, joint ventures and commercial contracts.

Combining his commercial, legal and systems expertise with his knowhow as a finance professional he devises viable solutions which provide a sustainable improvement in bottom line results.

He has set up comprehensive credit control policies and procedures, effective internal control systems, set up workable business planning and budgeting systems and rolled out smooth ERP implementations.

Huzaifa started his career as an auditor in India and has 30 plus years of experience in varied industries in the United Arab Emirates.

He has a passion for training and enjoys sharing his rich experiences. He has also served as a visiting faculty for ACCA and at Universities.

He has been invited to speak at major regional events such as the Big 5 and Gulfood.

Huzaifa is a Fellow Chartered Accountant, Cost and Management Accountant and a Certified ISO Lead Auditor.

To Register Please fill the below form and send it to:

Navigate Consulting

423, The Plaza, Baniyas Road, Deira. P.O.Box 93192, Dubai, United Arab Emirates

Tel: +9714-2285752 email: events@navigate.ae

DELEGATES	Title	Full Name (As would appear in certificate)	Job Title	Department
1				
2				
3				
4				
5				
Company				
Address				
Telephone		Fax		email
Total No of employees				

Approved by

Signature	
Name	
Designation	

Payment:

Fees may be paid by bank transfer or online by debit/credit card

Please indicate your preference and we will send you the payment details accordingly

- ◆ Bank Transfer
- ◆ Online by debit/credit card

Full payment must be received in advance to confirm registration.

Fees once paid are not refundable.

Full refund will be given only if the course is cancelled or schedule changed by the training provider due to unforeseen circumstances.

For training effectiveness each session will be limited to a maximum of 28 delegates