

# SATVAM Consulting Private Limited

## Practical aspects of Effective Credit Control & Collection/Overdue Management

Practical approach for collection from sundry debtors

By renowned author of the book "Cash before you crash"

<u>Date &amp; Day</u>	<u>Location</u>	<u>Venue</u>
April 10, 2018, Tuesday	Mumbai	VITS Hotel, Off. Andheri-Kurla Road, Kondivita Lane, Andheri (E) Mumbai - 400059 (Besides Trade Star Building)

(Program Time: 09.30 a.m. to 5.15 p.m. & Registration/breakfast: 9.00 to 9.30 am)

### Benefits/ learning objectives:

Cash is like oxygen to a company. One of the pressing problems of many organizations is THE COLLECTION PROBLEM. This results in financial stress for the organisation. As a result, creditors pester, deliveries suffer, production suffers, and the business opportunities are lost. The ideal approach is to prevent collection problems. The next best thing is to tackle them in time. Collection adds to Net Profit.

### Objectives:

- To formulate efficient credit policy
- To spot warning signals & how to beat them
- Empowering managers to collect dues in time without losing customers

### Contents:

- Nature of the collection problem & it's impact on profits of the organisation
- Immediate ways to collect over-dues
- Types of Customers / Problems including with Government Departments
- Credit policy & Understanding the contract terms
- How to avoid outstanding problem - Preventive measures
  - Ways to contain current debtors from becoming overdue
  - The Cash flow, Cash operating cycle and principles of Payment Terms
  - Methods of Credit Verifications
  - Collection Planning & Pareto principle
  - Developing planned system for Credit and Collection
  - Tried and tested approaches to collection problems
  - Dealers and Credit Control/ Projects and Recovery Management
- The legal options :
  - When, Which and How
  - How to handle Dishonour of Cheques effectively.
- Summarising a step-by-step approach to Collecting OVER DUES

The program is designed as participative and interactive - Presentation, success stories, problem discussions and course material. The Book "Cash Before You Crash" authored by Mr. Guha will be given to each participant.

**P.T.O. (Cont...)**

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## Participation Level

- Managers and executives involved in credit management
- Sales, marketing and customer care professionals
- Senior Management
- Finance, accounts and internal audit professionals
- Business owners/entrepreneurs
- Self-employed professionals

## Facilitator - Mr. Ajoy Guha

- Co-author of the book "Cash Before You Crash" which is a best seller dealing on effective recovery from debtors
- Renowned Management Consultant and Trainer
- Worked in various industries for 3 decades in various functions like Sales & Marketing, Sales Administration, Business Development, Consulting, Accounting etc. - Arya Communications Limited (Motorola), General Electric Alsthoms Ltd., Aplab Limited, Bright Brothers Limited etc.
- A double Graduate from Bombay University & a MBA in Finance (London)

## Registration Fee:

**Early Bird Fees:** Rs. 4,900 plus GST per participant if the fees are paid on or before the early bird date

**Regular Fees:** Rs. 5,900/- plus GST per participant which includes refreshments, buffet lunch & reference material.

The facility to pay fees after the program date may be provided on payment of additional convenience fees. For further details, please contact our office. Overnight stay arrangement, if any, needs to be managed by participant. Cheque/Demand draft should be drawn in favour of "SATVAM Consulting Private Limited" payable at **Mumbai**. Our Income Tax PAN is AAICS5300G & GST number is 27AAICS5300G1ZJ.

**Cancellation policy:** Fee is non-refundable or non-adjustable in any manner. However, replacement of the participant is allowed in same batch. The company reserves the right to alter the venue, cancel or postpone the program with the limited liability to refund the total fees.

**Prior registration for the program is mandatory**

## Nomination:

Please send nomination along with the cheque and name/contact numbers/ email ids of the participants at :

**SATVAM Consulting Private Limited - Corporate Training Section**

61, Whispering Palms Shopping Centre, Near Oriental Bank of Commerce,

Lokhandwala Township, Akurli Road, Kandivali (East), Mumbai - 400101

Telephone nos.: 022 - 6698 1100 (6 Lines) Fax: 022- 6698 1105

Email: [seminar@satvam.com](mailto:seminar@satvam.com) / [seminar@satvamindia.com](mailto:seminar@satvamindia.com) Website: [www.satvam.com](http://www.satvam.com)

**The option to make payment through NEFT available, please contact us for bank details**

**In-house Training Program:** If you have more than 8 employees to whom this program is relevant, we will conduct customised training programme for your company's staff. Please contact us to work out further details - Email [seminar@satvam.com](mailto:seminar@satvam.com) / [seminar@satvamindia.com](mailto:seminar@satvamindia.com) or call 022-66981100

## Our forthcoming programs:

- **Mumbai - February 8, 2018 -** | Program on Employee Tax (Payroll)
- **Mumbai - March 13, 2018 -** Program on Advanced MS Excel
- **Mumbai - April 18, 2018 -** Program on Advanced Power Point

For complete training calendar & brochure, visit our website [www.satvam.com](http://www.satvam.com) or call on 022-6698 1100 or drop an email at [seminar@satvamindia.com](mailto:seminar@satvamindia.com) or [seminar@satvam.com](mailto:seminar@satvam.com)