



SKYLINE ENTERPRISES

REGISTERED OFFICE: SEA ROCK PLAZA SHOP NO-14,PLOT NO-A 26/27/28,
SECTOR-19A, KOPARKHAIRANE, NAVI MUMBAI MAHARASHTRA - 400709

MAILING ADD: RAAMAEMPERRO, SHOPNO-SF15, MANJALPUR, VADODARA,
GUJARAT-390009

SUBMISSION FOR BANKING & NON BANKING FINANCIAL SERVICES



PROPOSAL FOR REPOSSATION & COLLECTION AGENCY FOR THE FINANCIAL SERVICE REQUIRED REGION OF YOUR ORGANIZATION

RESPECTED SIR,

Given to understand that your esteemed organization is planning to have Repossession & Collection Agency, as per your requirement in the market as on today, we intend to enroll our services for the same.

The service that we are going to provide is based on our experience and backed by a strong level of commitment and skill.

Given a chance, we would prove our credentials to the best of our ability and work towards the benefit of your organization.

Wishing for a mutually rewarding relationship.

Looking forward to be with you.

Thanking you,

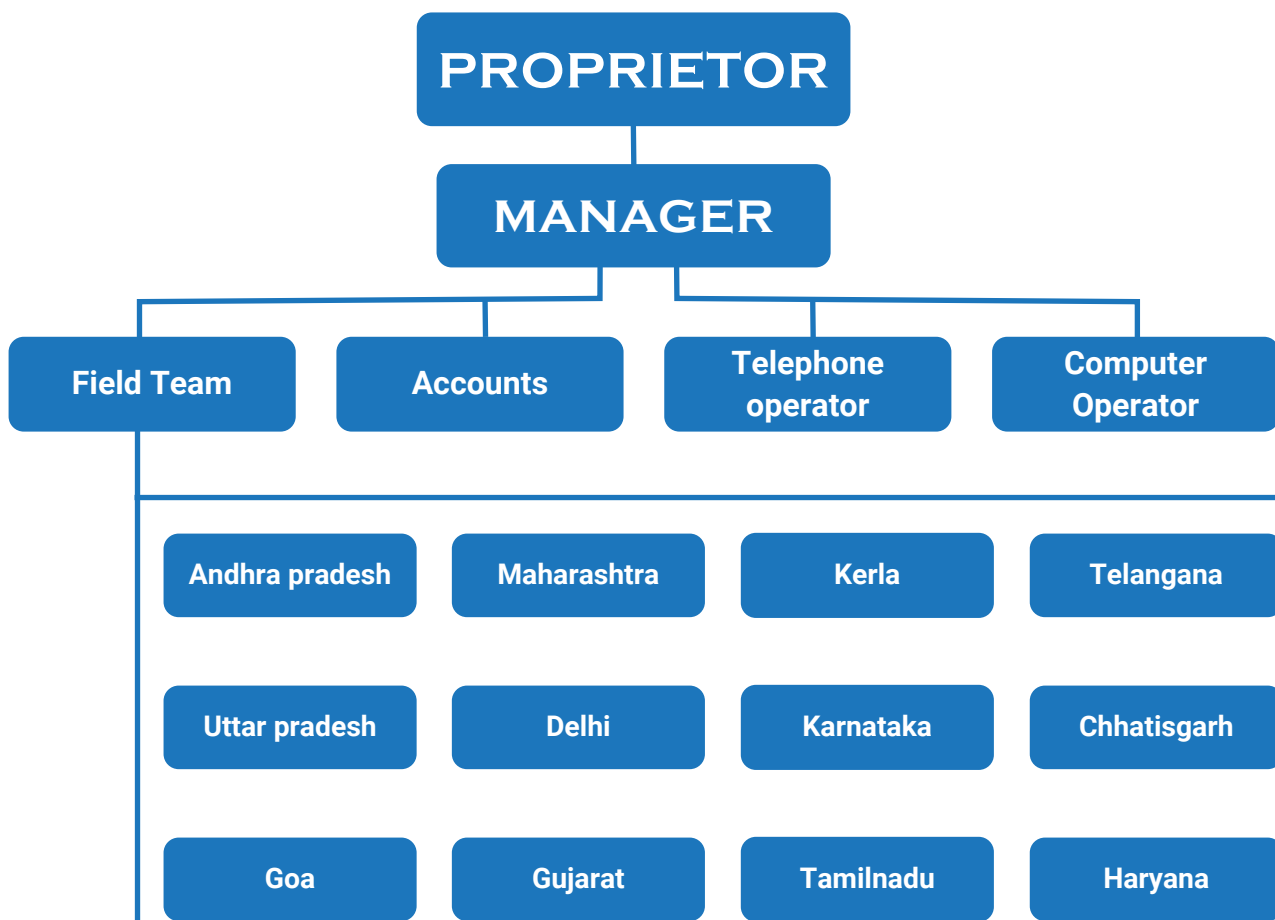
Proprietor.

ABOUT SKYLINE ENTERPRISES

Skyline Enterprises as an organization comprises of well trained staff who has been working with renowned company, given an opportunity, we are confident of setting the required infrastructure within a short time.

ABOUT PROPRIETOR

Mr. Sumesh Chandrababu the proprietor of M/S Skyline Enterprises, has an experience in managing various businesses successfully. Apart from Skyline Enterprises.



Infrastructure - Skyline Enterprises has all the basic necessities for performing

Strong Points of Infrastructure

Located centrally within the heart of the city being convenient for both, the staff and the customers.

Well-furnished and arranged infrastructure to attend the customers.

Adequate, independent telephone lines.

Adequate computer technology for maintenance of the records.

Smart, dynamic and well-skilled staff having right temperament and good command over the required language and backed by experience working for a multinational organization.

Approach of Infrastructure

Our approach is to provide the Repossession & Collection services as per the requirement.

The executives will always remain professional during telephonic conversation and visits.

The executives will always identify themselves at the organization at the beginning of every conversation with the company.

The details of any sort that is personal about the company would not be discussed with anyone else other than the company staff.

Maintenance of Documents by Skyline Enterprises

List of documents to be maintained

Daily call reports

Weekly performance of each executive

MIS - field team and Cps.

Code of conduct

Salary statements

Correspondence file

Monthly achievements - targets & actual

Attendance register

Verification details of staff (reference letters, educational proof, residence proof and police verification)

Currently Working with

