
Bill Collector Resume

Job Objective

To secure a challenging Bill Collector job that will perfectly utilize my skills and experience.

Highlights of Qualifications:

- Exceptional experience in collection of impending bills from customers
 - Deep knowledge of business policies and trends
 - Deep knowledge of clerical procedures and systems
 - Remarkable ability to implement all bill collection procedures
 - Immense ability to provide required information efficiently
 - Excellent communication skills in both forms
 - Ability to resolve all collection related issues
 - Familiarity with office procedures and transcription
 - Solid understanding of mathematical operations
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Professional Experience:

Bill Collector
TRC Staffing Services, Inc., Houston, TX
August 2007 – Present

Responsibilities:

- Implemented various collection strategies to achieve all objectives.
- Developed strategies for outbound collection process.
- Assisted to design strategies to minimize all losses.
- Administered all related collection process for organization.
- Monitored and ensured control over all delinquent balances.
- Facilitated efficient team to achieve all organizational objectives.

Bill Collector
Protocol Recovery Service, Inc., Houston, TX
May 2004 – July 2007

Responsibilities:

- Analyzed financial ability of customer to design repayment plans.
 - Informed customers of delinquent accounts through electronic mediums.
 - Assisted customers to make debt repayment efficiently.
 - Managed regular communication with customers to discuss non payment of dues.
 - Maintained record of customer correspondence and responded to queries.
 - Prepared records of financial information and prepared collection reports.
 - Monitored overdue accounts through various automated systems.
 - Evaluated terms of sale and service for all credit contracts.
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Education:

Bachelor's Degree in Financial Management
Voorhees College, Denmark, SC

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