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# COLLECTOR CV

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A Collector works for lending or financing organizations. He sees to it that every account is updated and reports to the management any delay in the collection of payment. He also facilitates payment adjustments or arrangements in the event the clients default on their obligation. When you write a Collector CV, what are the key qualities that you should include? As a Collector, skills such as interpersonal skills, communication skills, know-how in cash and receipt balancing and reconciling as well as efficiency in report-making must be discussed. Character, integrity and punctuality as inherent traits must also be mentioned. Look at the sample CV of a Collector below.

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## Garth Mcintosh

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736-417 Luctus Rd., Machynlleth, Montgomeryshire, V6 0OR

Tel: – 01992 314560

[email]

Date of Birth: – 13/08/90

Nationality: – British

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### PERSONAL OBJECTIVE:

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My objective as a Collector is to meet the company's collections quota for the month by collecting all accounts assigned to me and dispatching the same promptly. I have been a Collector for over two years now and I can say with all integrity and honesty that I have performed my duties effectively. I am effective in making collection reports using Excel and Spreadsheet and also knowledgeable in balancing and reconciling cash and receipts. I also possess excellent interpersonal skills which I believe should be one of the key qualities of a Collector since he interacts with his clients regularly.

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### SKILLS PROFILE:

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- Hands-on experience in cash collections
  - Wide knowledge of account receivable processes
  - Extensive knowledge of data protection legislation and consumer credit
  - Familiarity with SAP and financial reporting systems
  - Ability to hand multiple currency transactions
  - Ability to perform cash forecasting and reporting
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### EMPLOYMENT AND EXPERIENCE:

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Collector Aldermore – Peterborough Dec 2012 to Till Date

- Identified accounts that are pending and collected payments before due date.
- Negotiated payment options with customers and made payment arrangements.
- Coordinated with customers to resolve all invoice and financial disputes.
- Balanced credit card charges and identified violation of credit limits.
- Coordinated with Credit Manager to determine payment terms and credit limits.
- Reviewed fund transfers to ensure that amounts are correct and account is current.

Collector Blemain Group – Cheadle Sep 2011 to Dec 2012

- Contacted customers to decide on new payment plans.
  - Maintained records of customer accounts and agreements.
  - Worked with management to implement debt recovery strategies.
  - Performed ad-hoc collections and participated in merchant audits.
  - Identified and rectified duplicate payments promptly.
  - Performed credit checks for new accounts and generated credit check reports.
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### EDUCATION AND QUALIFICATIONS:

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BA (Hons) in Accounting  
Keele University – Keele  
October 2008 to June 2011  
A-levels: Economics, History, Mathematics, English Language  
Shuttleworth College – Biggleswade  
September 2006 to June 2008  
GCSEs: Maths, Physics, English Language, Chemistry  
Channing Senior School – London  
September 2001 to June 2006

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