
Recovery Officer Resume

Job Objective

To maximize my skills and training as a Recovery Officer in well organized organization to help the organization reach its objectives.

Highlights of Qualifications:

- Huge experience debt recovery within an employment setting
 - Sound knowledge of welfare benefits, accounting and commercial practices and procedures
 - Exceptional knowledge of all legislation related to Housing Benefits and Debt recovery
 - Effective communication and presentation skills
 - Good organizational skills
 - Amazing ability to initiate the recovery of debts and to monitor the progress
 - Outstanding ability to interview and negotiate effectively and with a high degree of tact
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Professional Experience:

Recovery Officer
Aclara, Oakland, CA
August 2005 – Present

- Managed recovery of debts exceeding SR 20,000.
- Negotiated with Taxpayers, Tax Agents, employers, etc. For recovery of Tax Debt Revenues.
- Prepared submissions for Prosecution action, write-off, amendments, etc.
- Followed up Deduction at Source payments for credits already allowed and calculated penalty.
- Witnessed and evidenced on behalf of the Commissioner of Revenue.
- Assisted the Prosecution Officer Successfully prosecutes approved cases before the courts.

Recovery Officer
Redbridge, Oakland, CA
May 2000 – July 2005

- Initiated the recovery of overpaid benefit and to monitor progress of recovery.
 - Adhered to Health & Safety and Data protection regulations.
 - Liaised directly with relevant external agencies, DWP, Magistrates and County Court and other Council departments.
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Education:

Bachelor's Degree in Public Relation
Newberry College, Newberry, SC

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