Respected,

I am writing to outline the skills, knowledge and expertise I have gained during my six years of working. Having different professional skills including Reporting,Team Managment,Customer Experience, Billing Analyst, Financial Audit and Bad debts Recovery, Excellent Knowledge MS Office, Customer Relationship Management,Leadership and Supervision skills.

I have worked in different fields including Customer care, Technical assistant, Finance & Billing analyst and also Bad debts recovery officer. Now as Collection officer, I am recovering company capital from bad debts and  acheiving the monthly targets in order to maintain quartly and annually KPI. Also working with team of contact center and guide them for providing customer service to customer under the international quality standards.

Now in Finance Department my promotions from level to level prove my consistency, hard work, honesty and attitude towards work. From my current job I have learned a lot from which some are Reporting ,Analysis, Data minning ,Capital Recovery, handling different customers, time management and working for a team with in a team and many more.

I believe that these skills,together with my knowledge and expertise, make me the ideal candidate for Job.I look forward to hearing from you.

Br,

FIDA

973-33038703