**Sheharyar Tariq**

Mob: +973 3302 3084

Sheharyartariq86@gmail.com

**Professional Summary**

Dedicated Collection Agent who understands the collections laws and has developed successful methods. Adept at personal credit collection business to business collections and completing complex spreadsheets for clients and management. Specializes in personal and business credit collections.

**Core Qualifications**

* Extremely dedicated collections professional.
* Able to balance customer needs with company needs.
* Very strong computer spreadsheet and other productivity software skills.
* Good team player or able to work alone.
* Exceptional communication skills (Arabic, English, Urdu)

**Experience**

**Collections Agent**

**May 2015 till date**

**STC Bahrain**

* Responsible for calling out to clients on a calling list and getting results.
* Assisted in updating a daily call spreadsheet that was submitted to management.
* Assisted in maintaining corporate client files and adding updates as required.
* Often called on to be part of a special team of officers who dealt with larger corporate clients.

**CCR - Front Line Agent**

**Sep 2013 – May 2015**

**STC Bahrain**

* Resolve customer complaints via phone calls.
* Cancel or upgrade accounts.
* Answer all questions about warranties or terms of sale.
* Suggest solution when there is complaint.
* Attempt to persuade customer to reconsider cancelation.
* Inform customers about deals and promotion.
* Maintaining customers logs.

**Office Manager**

**Jun 2012 - Aug 2013**

**Hanco Rent A Car, Bahrain**

* Explain terms of rental agreement.
* Complete paperwork with customers and take payments.
* Showing customers vehicles, checking mileage and inspecting for damages.
* Try to close sale.

**Education**

**Diploma in Hospitality Management**

**2004 - 2007**

Gulf College of Hospitality & Tourism Bahrain

**H.S.S.C**

**2002 - 2004**

Pakistan School Bahrain

**S.S.C**

**2000 - 2002**

Pakistan School Bahrain

**Interest & Activities**

* Reading Books
* Sports

**Reference**

Will be provided upon request.