BHAGYA

BHAGYA.364715@2freemail.com

To be the part of an organization where my engineering background and my experience in professional fields would be made to use effectively. I also seek to improve my knowledge and hone my skills through training and in this process contribute to the organization in any way possible in my own capacity.

**EDUCATION QUALIFICATION**

Bachelor of Technology in Information Technology, Year :2008-2012

GPA: 68%

University: Kerala University, India

College : Younus College Of Engineering, Kollam

**PROFESSIONAL EXPERIENCE**

**FINTRESTLE BANK DEBT RECOVERY-DUBAI, UNITED ARAB EMIRATES**

Designation: Debt Recovery Executive (For ADCB)

Duration : 2015 February - 2015 July

Responsible for maintaining complete record of clients with debt, and working with clients to resolve complicated debt recoveries.

**Job Roles**: -

* Liaison among clients and the Bank
* Track down people who owe money from overdue bills and negotiate payment.
* Negotiating with clients for the repayment.
* Maintaining debt records of client.

**ABC COLLECT- DUBAI, UNITED ARAB EMIRATES**

Designation: Debt Recovery (For Etisalat)

Duration : 2013 December ­- 2015 January

Responsible for maintaining a complete debt collection portfolio, and for working with clients to resolve complicated debt issues.

**Job Roles: -**

* Liaison among clients and company
* Proficient in handling debt record database and software
* Matchless ability to achieve and exceed monthly targets regarding debt recovery
* Maintaining client debt records

**KERALA E.N.T RESEARCH FOUNDATION (KERF), KOLLAM, KERALA**

Designation: IT Coordinator

Duration : 2012 September – 2013 October

**Job Role:-**

* Implementation of the updated technology system and train people to be efficient in the IT system.
* Handling software as per the department requirements.
* Established and manage evaluation guidelines in order that the data from different department.
* Coordinating and handling attendance register database.
* Supporting administration department.

**I.T PROFICIENCY**

* Operating System : Windows 98,XP,Vista,Windows 7,8,2003
* Languages : .Net, Java ,SQL ,C#
* Applications : MS Office ( Excel, Word & PowerPoint)
* Software : Basic knowledge for ERP

**AREA OF INTEREST**

* Customer Service & Administration.
* Teaching.
* Debt Recovery Jobs .
* Software Development Support & IT Coordination
* Logistic Job.

**KEY BENEFIT**

* Fast learning.
* Responsible software handling.
* Update knowledge and skills to keep up with rapid advancements in technology.
* Confidence in language skills.
* Coordinate with seniors

**DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge. I shall abide by the rules of the recruitment