**RYAN**

**Email Address:** **ryan.382694@2freemail.com**

**Position Applying for: Collection Officer/ Sales Executive / Customer Service**

**OBJECTIVE**

To be a part of a dynamic company that offers endless opportunities and possibilities for self-improvement and personal growth. To help achieved the company’s mission and visions.

**EDUCATIONAL ATTAINTMENT**

**Rizal Technological University**

**Bachelor of Science in Business Administration**

**Major in Marketing**

**EMPLOYMENT HISTORY**

**Collection Officer**

**Nov.11,2014 – Present**

**Dunia Finance**

**Dubai Outsource Zone**

* **Collect outstanding debts from clients and achieve collection target.**
* **Contact debtors and implement repayment schedule and terms**
* **Maintain debtors book to ensure that the debt status is accurate.**

**Fraud Analyst**

**Februry 2014 –August 2014**

**AegisPeople Support**

**Makati,Philippines**

* **Monitor real time queues and identify high risk transactions within the business portfolio.**
* **Observe customer transactions to identify fraudulent activity such as account take over, friendly fraud, theft and similar other risks.**
* **Identify fraudulent transactions and cancel them from further processing.**

**SKILLS**

* **Computer Literate (Microsoft office word, Excel sheets & Power Point)**
* **Good communication skills (oral and written)**
* **Ability to adopt to new tools, techniques, working environment and situations**
* **Knows how to catch up customers and can deal with enthusiasm**
* **Fast learner, hard worker and able to work under pressure.**
* **Be able to interfere with all different kinds of people.**
* **Data Entry**

**PERSONAL DATA**

Age : 36

Date of Birth : Sepetember 25, 1981

Birth Place : Novaliches,Quezon City

Civil Status : Married

Religion : : Roman Catholic

Weight : 150 lbs

Height : 5’9

Visa Status : Residence Visa - Transferable

**REFERENCES**

***References are available on request***