

## Recovery Officer

**Experience range-** 2-5 years

**Education-** Bachelor of Commerce from a reputed institute

**Desired Skills-**

- Good communication skills (written and verbal) including proven experience of dealing effectively with a diverse range of customers, including experience of dealing with difficult and vulnerable / irate customers.
- Experience of working in a Finance environment and should be expert in Tally ERP9, MS Excel.
- Experience in Revenue Assurance (preferred) or Hard core /BPO/ 3rd Party collection.

**Key Deliverables-**

- Chase difficult and vulnerable / irate customers through Calls Emails & personal visit for Debtors recovery from them.
- The job is target oriented and would seek total focus on reducing outstanding receivables for the month by resolving customer issue related to billing and Service / Negotiation and legal resorts.
- Extensive travelling (min 10-15 days in a month) for timely collection overdue outstanding is also required on time to time basis.

