

## BPO Operations Head Resume Template

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### Objective

To land in a BPO operations work in billing as transition head

### Summary of Qualification

- Seven years experience in the accounting department specializing in pricing and billing function supporting account management.
- Excellent verbal and written communication skills in English
- Excellent management and organization skills for project management.

### Career Experience/Job History

#### 2003 – Present: Systems Billing Manager, SAS Software

- Coordinate with account management on billable project management work performed fro the client
- Ensure that all project payables are properly reviewed, cleared and approved prior to being billed to the client
- Maintain and update the tariff table for all standard project deliverables
- Coordinate with account managers in proving accurate cost estimates for any project.
- Provide regular project cost updates compared with budgets to account managers
- Provide management reports on sales performance as required.
- Ensure that automated billings systems are properly updated.