

Negotiator

ROBERT SMITH

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Objective

Interested in obtaining a management position in the collections industry, Highly motivated and possess a strong willingness to accept responsibility in all areas.

Skills

Problem Solving Skills, Management.

Work Experience

Negotiator

ABC Corporation - March 2011 - September 2015

- All-departments have what they need to get the job done for the week.
- Created an order form used to replenish all consumable goods needed.
- Tested equipment is up to date on calibration yearly.
- Charged of gases used in the manufacturing areas.
- Stocked all tig rod used in manufacturing all traceable using lot numbers.
- Passion for clean and neat areas while working.
- Very fast learner and love worked with all people.

Negotiator

ABC Corporation - 2010 - 2011

- Responsible for assessing Insurance claims from notification through to settlement in accordance with the applicable policy terms of each contract.
- Responsible for call handling in relation to claims notification, customer service, and providing technical claims advice in accordance with the appropriate policy terms of each contract.
- Escalated complaints to the correct channels arising from processed claims.
- Registered and issued certificate of insurance to customers.
- Ensured the companys claims system data was accurate and up to date at all times.
- Corresponded with third parties to discuss liability and identify negligence.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Diploma