

Jignesh Shah

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Dear Recruiter,

It is with a high level of interest that I submit my application for the position of **Collections specialist** as posted on Simply Green website. My effective leadership and problem solving abilities make me the perfect candidate for this position. I can apply a unique combination of skills to achieve positive outcomes when managing the challenges of this role.

I recently graduated in **Business Administration** and also possess a **Bachelor's Degree in Banking & Insurance**. Over the years I have worked as a **Sales Account Manager, CIF-Trade**, and prior to that I was a **Finance Executive**. I have actively monitored customer and transactional records over the years, aiming to identify unauthorized transactions, and always tried to reach the desired solution. The fact that I understand the work perfectly has led me to create, develop, and communicate effectively, and has been considered highly successful by management. Strong communication skills and the ability to **analyze high-risk situations, compliance, and payment settlements** have made it possible for me to prevent loss from taking place since I can usually evaluate situations before they convert into crises.

My comprehensive hands-on experience and formal training will make me an excellent addition to your organization. The attached resume provides further details about how my qualifications and background is a match for your team's needs in the **Collections specialist** role. Please allow me to offer myself as one of the prospective candidates for this position.

Please note I am legally authorised to work in Canada and ready to relocate anywhere in Canada if the opportunity is right.

Thank you for reviewing this letter and the accompanying material.

Sincerely,

Jignesh Shah