

AlluriHaripriya

Email: alluri.hari81019@gmail.com

Mobile: +91 8500658552

SUMMARY:

Results-driven Collections Representative with a knack for getting debtors to open-up and communicate. Outstanding negotiation and customer service skills. Proficient in processing payments and accurately recording information. Friendly Collections Representative with an in-depth knowledge of negotiation techniques and collections methods. Ambitious, personable and trustworthy. Gifted with the unique ability to diffuse tense situations.

Professional Experience:

Junior officer in credit card department at HDB Financial services(Feb-2021 to Dec-2021)

Job Responsibilities:

- Monitor accounts to identify outstanding debts
- Investigate historical data for each debt or bill
- Take actions to encourage timely debt payments
- Process payments and refunds
- Resolve billing and customer credit issues
- Update account status records and collection efforts ,Report on collection activity and accounts receivable status

Collection Executive in Aegis customer support service Pvt Ltd. (Aug2020-jan2021)

Job Responsibilities:

- Monitor accounts to identify outstanding debts
- Investigate historical data for each debt or bill
- Find and contact clients to ask about their overdue payments
- Take actions to encourage timely debt payments
- Process payments and refunds
- Resolve billing and customer credit issues
- Update account status records and collection efforts
- Report on collection activity and accounts receivable status

HR Recruiter in Raj groups techno solution Pvt. Ltd. (April 2019-sep 2019)

Job Responsibilities:

- Design and update job descriptions
- Advertise job openings on company's careers page, social media,jobboardsand internally
- Source potential candidates from various online channels (e.g. social media and professional platforms like LinkedIn)
- Craft recruiting emails to attract passive candidates
- Screen incoming resumes and application forms

Educational Profile:

- Post Graduate in M.B.A (HR&MM) with 7.96 CGPA at Sanketikavidhyaparishad engineering college(Andhra University 2012-14) Visakhapatnam.
- Graduate in B.Sc. with 6.74 CGPA at Sir C.R.R Womens Degree College (Andhra University 2009-2012) in Eluru.
- Completed Intermediate (MPC) with 61.1% at Sri Prakash Jr. College (2007-2009) in Tuni.
- Completed Secondary School Certificate with 60% from Z.P High School, Badampudi in 2007.

Technical Skill Set:

- MS-Office

Strengths:

- Able to do work well as an individual and also in group.
- Confidence and Positive Attitude.
- Quick learner and easily adaptable to the challenging working environment.

Achievements:

- Participated in PINNACLE programme held at IIAM visakhapatnam in 2013.
- Certified by NCC at Kakinada in 2008

Personal Profile:

Name	: Alluri Hari Priya.
Date of Birth	: 25 th Aug 1992.
Father's name	: A Rama Krishna Mohan.
Languages Known	: Telugu, English and Hindi.
Nationality	: Indian
Permanent Address	: D/O: A.R.Krishna Mohan HNo: 4-74, Badampudi, Ungutur Mandal, West Godavari (A.P),534411

I hereby declare that all the above information furnished is true and correct to the best of my knowledge and belief.

Place: Hyderabad.

(A HARIPRIYA)