

Colombia

Applied through AIESEC in IBAGUE, Colombia.

PROFESSIONAL EXPERIENCE

Coordiandor II

Comdata Group Nov 2018 - Present Colombia

In this role I must ensure compliance with the indicators together with my work team, take the documentation processes requested by the areas in charge, identify the improvement opportunities that contribute to achieving the proposed goals

Operador 1 asesor de cobranzas

Comdata Group Nov 2017 - Present Colombia

In this role I must make the collection of financial products of the entity Banco Caja Social through telephone communication to customers who are in default, making the recovery of the portfolio as well as compliance with indicators

Especialista en reparto seguro

Issi group Aug 2014 - Aug 2016 Colombia

In this role I was to distribute the losses that the company offered in an estimated time, thus fulfilling the policies of customer service, in turn, the attention to the public and the production of food for the final consumer.

Axiliar de servicios generales

Registraduria nacional del estado civil Mar 2014 - Jun 2014 Colombia

In this role he had to perform various functions such as: the logistics in which was to adapt an educational establishment in order to have a good orientation in the process and distribution of election documents as well as personnel management

Auxiliar administrativo

Coopservir LTDA Sep 2011 - Apr 2012 Colombia

In this role he had to keep track of inventory in relation to the merchandise that arrived and the merchandise that was in the point of sale, in turn the customer service and money management

ACADEMIC EXPERIENCE

Comdata Group Feb 2019 - May 2019 Colombia

Business administration

CUN COPORACION UNIFICADA NACIONAL Jun 2013 - Jun 2018

Colombia

International Trade

COOPREVIR LTDA Sep 2011 - Sep 2011 Colombia

Economics

LANGUAGES

English Intermediate
Spanish Native

SKILLS

Advanced
+ Client servicing
+ Adaptability

SENA Regional Tolima Jul 2011 - Jul 2011 Colombia

Public relations

NATIVE TONGUE ENGLISH Oct 2010 - Oct 2010 Colombia

Languages

SENA REGIONAL TOLIMA May 2009 - May 2012 Colombia

Public administration

INSTITUCION EDUCATIVA DIEGO FALLON Dec 1999 - Dec 2009

Colombia

Education