ROBERT SMITH

Credit Investigator

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SUMMARY

Looking forward to work as a Credit Investigator and reflect ethical, reliable, professional and bilingual abilities as an employee and to accomplish goals set from within the company, facilitate the ability to create productive resolution to company needs and assist with creating future goals.

CORE COMPETENCIES

Credit Investigation, Credit Processing, Administrative Office, Experience Working With General Ledger.

PROFESSIONAL EXPERIENCE

Credit Investigator
GLOBAL PAYMENTS - 2013 – 2020

Key Deliverables:

- Monitored and reviewed daily reports to determine high risk, fraudulent, and prohibited merchants in order to prevent losses.
- Created spreadsheet to improve, streamline, and monitor process.
- Sent notifications for approximately 10 merchants each week.
- Submitted Exception Reports for merchants on high-risk reports that want to continue processing with Global Payments; investigate the history and credit standing of the merchants and the owners.
- Posted entries to the general ledger, process merchant reserves and Electronic Funds Transfers, and make changes to the general database.
- Performed monthly audit of merchants that have changed their bank accounts; request supporting documentation and record results for approximately 50 merchants each month.
- Processed annual review letters for third parties; obtain necessary financial information and document results.

Credit Investigator
Delta Corporation - 2001 – 2002

Key Deliverables:

- Position required a high level of communication and listening skills in order to meet responsibilities that included editing and researching consumer .
- Job duties include Update and verify trade lines, collections, employment, rental and/or mortgage payment histories.
- Complete phone interviews with consumers to review personal credit reports for accuracy and completeness of the information being provided to .
- Worked closely mortgage loan processors to obtain an accurate and complete credit profile of applicants.

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- Investigate poe, poi, por, ph# and ssn.
- Send the result of the investigation to the credit analyst Skills Used Computer skills, social skills.
- Hands-on experience of conducting credit investigations and review sound knowledge of investigative tools including Equifax, Experian and Transunion .

EDUCATION

Accounting - 2003(CARROLL COMMUNITY COLLEGE - Westminster, MD)

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