ROBERT SMITH

Remittance Processing Specialist

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Detail-oriented and goal focused Remittance Processing Specialist professional with a friendly phone demeanour that can successfully deliver customer service and operational efficiencies. Capable of creative problem solving, utilisation of critical thinking skills, and effective communication expertise.

EXPERIENCE

Remittance Processing Specialist

ABC Corporation - MAY 2013 – SEPTEMBER 2013

- Processed incoming mail daily, verifying the application and the money corresponded together.
- Followed by then prepping the documents in specified order.
- In charged of looking at our daily income of mail and our goal, then distributing said work to the rest of the group while taking note of who receives what program and how much.
- Responsible for daily processing of data and documentation including loan servicing/ confidential documents Responsible for daily auditing of .
- Worked with business partners/clients to create marketing strategies that target these best financial position customers (BFP).
- Worked with client’s IT department to support automation operations and implementation of new systems that are designed to improve overall efficiency.
- Analysed client needs and makes recommendations to improve processes and increase revenue for clients.

Remittance Processing Specialist

Delta Corporation - 2009 – 2013

- Posted all payments for the month in CPR+ accurately Transferred correct co-insurance amount to secondary insurance or patient balance Entered.
- Responsible for processing retirement funds, assisting customers and agents with questions and/or problems, setting up new .
- During my last three months of employment, I volunteered to take over as the work flow coordinator, which entailed picking up and distributing work .
- Provides the valuable combination of competitive prices, reliable electricity supply and unparalleled service to 1.4 .
- Remittance Processing Specialist Responsible for processing monthly electricity statements for a variety of entities.
- Separated batches of correspondence mail; stacked statements and payments in piles for center processors by procedural guidelines.

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- Processed incoming individual and commercial statements for AL, FL, MS, and surrounding areas.

EDUCATION

- GED

SKILLS

Answering phones, Directing calls appropriately, Greeting.