

# Aine Boylan

W: <http://www.worky.com/aine-boylan>

## Aine Boylan's Professional Experience

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2006 - Present

### **Liberty Insurance - Credit Controller**

- Liaise with customers by telephone and written communication
  - Administration Tasks
  - Collection and Allocation of Debt on Customer Accounts
  - Maintaining policies on Liberty Insurance System programmes  
i.e.: HFI/Ifaces and CODA
  - Queries from Customers and Liberty Insurance Personnel.
  - Administration tasks - re-applies, issuing Direct Debit Information, and statements of accounts  
e.t.c.
  - Sending Chase letters.
  - Ensuring follow up on all issues arising from customer queries.
  - Taking/Processing Credit Card details.
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