

# Robert Smith

## Accounts Receivable Manager

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### SUMMARY

Diligent, detail-oriented Executive Assistant knowledgeable of all office functions. Excels at multi-tasking in a fast paced environment, completing projects within time and budget constraints. Superior telephone, customer service and computer skills with proficiency in MS Word, Excel, Outlook and Power Point, Quick books, SXE Enterprise, Atradius, CMB, EXIM bank.

### SKILLS

Quickbooks, Customer Service, Management, Sales, Excel.

### WORK EXPERIENCE

#### Accounts Receivable Manager

ABC Corporation - August 2011 - March 2013

- Responsible for processing multiple payments Batching, receiving and reconciling all incoming cash, checks & credit cards payments.
- Reconciliation of multiple accounts and assisting with all payment-related inquiries.
- Maintain updated and organized files of clients which will be divided by paid and unpaid invoices.
- Make collection calls on a daily basis with the objective of getting payment dates or commitments on overdue invoices.
- Following up on ensuring that the payment are received when promised is an essential duty for this position.
- Maintain A/R Aging report that is reviewed Accounting Manager once a week.
- Met A/R goals since time of employment.

#### Accounts Receivable Manager

ABC Corporation - 2008 - 2011

- Successfully provided accurate accounts receivables and collections initiatives that achieved targeted company goals
- Posted invoices and payments to resident accounts and provided service and support for all billing or accounts
- Performed all bookkeeping activities, credits and collections, prepared and sent financial statements
- Provided collections expertise in location and notification of delinquent residents accounts
- Updated and kept records of liability insurance license, business license and DHSS license
- Provided all resident monitoring of delinquent or past due accounts, and collaborated closely with responsible parties and Administrator to resolve billing disputes
- Electronically billed weekly and monthly insurance companies as well as daily follow ups until insurance payment received.

### EDUCATION

High School Diploma in government - (Ben Eielson High School - Eielson AFB, AK) Accounting - (Memphis State University - Memphis, TN)