

Credit / Collections Analyst

ROBERT SMITH

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Objective

Seeking a position as a credit/collection representative with a company where professional experience and education will be utilized to make an immediate contribution to the company.

Skills

Good Communication And Customer Service, Flexible Work Schedule, Extremely Motivated And Flexible Team Contributor, Negotiation, outstanding In Relationship Building, Time Management, Proven Record Of Efficiency And Continuous Development, Decision Making

Work Experience

Credit / Collections Analyst

Williams Scotsman, Inc - October 1998 - Present

- Locate and notify customers of delinquent accounts by mail, telephone, email and fax.
- Perform customer account maintenance activities to include account reviews, reconciling aging levels, verifying account balances, applying payments, monitoring collection activities, and updating accounts in compliance with established corporate policies and procedures.
- Research unsettled account balance that is completely or partially unpaid. Negotiate settlements with customers acceptable to management, make payment arrangements and maintain the payments.
- Process payments as a ach check or credit card payment, reconcile accounts.
- Coordinate with third party collection agency to handle accounts processed to them.
- Prepare waivers / bond claims/ file insurance paperwork with insurance companies and file with tax department sales tax exempt certificates, contact customer if these forms are not accepted.
- Perform financial analysis, cash flow analysis, credit evaluation and risk exposure evaluation.

Accounting Representative

Wright Constable & Skeen - March 1996 - September 1998

- Prepare bank deposits by compiling data from cashiers, verifying and balancing receipts, and sending cash, checks, or other forms of payments to banks.
- Do billing adjustments prior to write-off accounts. , handle corrections to be made.
- Running expense reports for attorneys. , running eom reports for the controller.
- Prepare to cut checks on a weekly basics and also on an emergency basics.
- Develop and maintain relationships with internal and external customers.
- Coordinate with asset recovery accounts for heading to repossession status.
- This is Dummy Description data, Replace with job description relevant to your current role. In case if you dont need it you can delete it.

Education

Business - (Harford Community College)