

ROBERT SMITH

Senior Credit and Collections Analyst

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Accounting professional with expertise in credits and collection functions. Demonstrated proficiency at layered workflow details in support of collecting and profit improvement. Adept in collaboration with business managers to resolve variances, refine payment forecasts, and identify opportunities for customer improvement.

CORE COMPETENCIES

Premier Great Plains Accounting Software, VIDA 18, Sales And Accounting Software, Quick Aviation Software, Oracle Business Software, Essentus, (Citrix) Software

PROFESSIONAL EXPERIENCE

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PERRY ELLIS INTERNATIONAL - July 2013 – Present

Key Deliverables:

- Generated weekly summary detailed aging for past due accounts focusing on a range from the (30-60) days. Generated monthly summary detailed aging for month end processing refunds, applying money on account, generating checks to customers etc.
- Unapplied tax and freight charges from billed in error to customers, adjusted invoice and refunded customers.
- Processed invoice reversals for billing error, pricing, units, cost, etc. Performed clerical and administrative duties which included answering incoming phones calls, faxing, filing, emails, letters, etc.
- Processed credit card & refund payments through automated system (authorize. Net).
- Made collection calls and followed-up on delayed customer payments on standard sources.
- Placed default accounts on a credit hold and or forward for further collections to company legal attorney.
- Worked closely with the claims department for disputed items deducted or payback from customer payments.

ACCOUNT RECEIVABLES

PTE SYSTEMS INTERNATIONAL, LLC - July 2012 – April 2013

Key Deliverables:

- Generated detailed weekly shipping schedules for all projects, monthly projected delivery and monthly detailed shipping reports from a data base systems.
- Generated new projects, repairs or combinations, change orders and maintenance reports weekly.

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- Generated a weekly summary aging by detailed report for general contractors by projects.
- Prepared partial and final waiver and release of liens for all job sites and contractors per request.
- Confirmed a/r cash projections weekly scheduled on excel spreadsheet for upper management.
- Reconciled a/r cash against cash receipt journal and general ledger totals on standard basis.
- Billed monthly on aia (american institute of architects) billing software program - main contract for all delivered materials going to different job sites and billing change orders and material billing.

EDUCATION

Bachelors in Online Course - 2010(University Of Phoenix - Miami, FL)Associates in Business - 1982(Miami Dade College - Miami, FL)

