

TANAZ WADIA

(416) 347-6271 ~ tanazw1@gmail.com ~ <https://www.linkedin.com/in/tanaz-wadia> ~ Markham, ON

SENIOR CREDIT ANALYST ~ OPERATIONS MANAGER

Results-driven, knowledgeable and established Senior Credit Analyst & Team Lead, leveraging over 10+ years of career experience working for a major Canadian Tech Corporation supporting Financial Teams. Expert in International Accounts Receivable, managing Aging Portfolio's up to \$20Million in receivables. Talented in coming due/past due payment collection, forecasting debt/DSO/cash flow, and completing quarterly/year end reports. Brings forward a tenacious drive to continually improve current systems, processes, and procedures for business best outcomes. Takes on a collaborative leadership approach to management, focused on talent development, cultivating a motivating work atmosphere, and driving performance to crush departmental goals.

Experienced in Credit Management & Collections
Talented with Operations & Portfolio Management
Forecasting & Analysis; Cash Flow, DSO & Debt
Collection Files, G/L Reporting & Special Collection
Customer Credit Deduction Database & Training

Empowering, Approachable & Motivating Leader
Diligent Multi-tasker & High Attention to Detail
Self-motivated, Autonomous & Takes Initiative
Cross-functional Collaborator, Support & Coach
Executes High Quality & Timely Deliverables

TECHNICAL SKILLS

SAP
MS Office Suite
MS Word

MS Excel
MS PowerPoint
Access

Outlook
Skype Business
Lotus Notes

WebEx Conferencing
Hyper-Snap DX
RightNow Technology

PROFESSIONAL EXPERIENCE

KODAK CANADA ULC

- SHUT DOWN / 80-85%

1999 ~ 2018

US&C Senior Credit Analyst (2014 ~ 2018)

Led the day-to-day operations of the Credit Department; supported national corporate restructuring project, workforce changing from a team from 30 to a downsized team of 6 Credit Analysts. Directly reported to Credit Manager, solely managed over \$20 Million monthly Accounts Receivable Aging Portfolio. Expediting accounts coming due or past due for payment, protecting corporate bottom line; vendors ranging from large dealers to small businesses. Headed all of Canada, US and Export Accounts.

- Accomplished lowest possible past due results from conducting effective daily collection activities.
- Quickly resolved past due amounts, unapplied cash, deductions and claims for best customer care.
- Reported to the Executive Team monthly; forecast cash flow results, DSO, bad debt, aging report, analyzed accounts coming due/past due, and forecasted for quarterly and year end.
- Special Collections Representative for all Canadian and US Accounts; liaised with collection agencies.
- Managed all Collection Files from Credit Analyst Team; reviewed unpaid accounts, accepted/declined file requests based on specifics, expedited priority resolution, oversaw paid amount and commission, and pulled reports to complete monthly Corporate Reserve for Doubtful Debt write-off.
- Answerable to Accounts placed with Collection Agency or Attorney for resolution; conducted thorough and sound analysis of amount owing, account complications, situational factors, and refused payments.
- Perform monthly G/L reports for all special collection activity; ensuring accuracy and compliance.
- Global Business Process Owner and Approver for all restricted SAP Credit and Collection roles worldwide, to ensure compliance with Sarbanes Oxley Segregation of Duties.

Older

Fwd: Accounting Lead - BDP Canada ULC

From: Barry Murphy (barry.murphy@bdpint.com)

To: Barry_murphy@rogers.com

Date: Wednesday, November 21, 2018, 11:10 AM EST

Barry Murphy
Country Manager - Canada

**BDP International, Inc.**

#801 - 10 Carlson Court, Etobicoke, Ontario, Canada M9W 6L2

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barry.murphy@bdpint.comVisit BDP's [social media](#) & [blog](#).All business transactions are subject to the BDP International Terms and Conditions available on [BDP's website](#).

----- Forwarded message -----

From: **Tanaz Wadia** <tanazw1@gmail.com>

Date: Tue, Nov 20, 2018 at 6:47 PM

Subject: Re: Accounting Lead - BDP Canada ULC

To: <barry.murphy@bdpint.com>

Hello Barry,

Thank you for contacting me, regarding my application for the position of Accounting Lead. I agree that it is extremely important to have the right fit between a company and its employees, and I hope that my answers below will provide you with more insight as to whether we have that fit.

1. Whenever I see a position posted, that is of interest to me, I go to the company's website and see what they are all about. I have to admit that your website was extremely impressive. It is important to me to work for an organization that is growing and that is a leader in their industry. After reviewing your website, I see that that is **exactly what BDP is**. Another very appealing factor for me, is the fact that you consider the company to be a family, and not a workforce. Your core values are extremely impressive for an organization of your magnitude, and I believe very strongly in all of the values listed.

After reviewing your website, I decided to submit my application for the role as I feel that I share the same core

VITURS.
2:00: - 2:10 pm
BRAND NEW TO CANADA
NO CANADIAN EXP.
LOOKING FOR INCREASE
AFTER 3 MONTHS ONCE
HE PROVES HIMSELF
SAYS HE IS AN ACCOUNTANT

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