

# Andres Aldebaran Botello Burgos

Business Adminsitration



## Personal details



Andres Aldebaran Botello Burgos



andres.botello95@gmail.com



3331436322



linkedin.com/in/andres-botello

## Skills

Microsoft Office ●●●●●

Customer Service ●●●●●

Oracle / Baan ●●●●●

Excel (Pivots, Tables & Data Analysis) ●●●●●

## Languages

English ●●●●●

Portugese ●●●●●

## Qualities

- Detail Oriented
- Team worker
- Proactive
- Self Driven
- Great attitude & Strong communication

## Employment

### Collections Analyst

Jan 2021 - Present

Flex, Zapopan, Jalisco Mexico

- Responsible for minimizes financial risk to the organization by assessing and advising on creditworthiness of prospective and existing customers.
- Negotiates and advises on collection of overdue bills and takes appropriate action to recover overdue payments
- Contact customers with overdue (delinquent) accounts or other credit-related issues to arrange payments.
- Negotiate payment schedules and contracts and follow-up accounts to ensure these arrangements are met.
- Resolve disputes in a manner that protects the organization's financial interests and maintains positive customer relations.
- Initiate established procedures to take legal action on outstanding debts; monitor the status of these proceedings by communicating with solicitors and other legal agencies.

### Sr. Cash Application Associate

Jul 2019 - Jan 2021

Panduit, Zapopan, Jalisco Mexico

- Supports senior level accounting functions (Accounts Receivable) with complex administrative, bookkeeping, and clerical duties
- Daily transaction processing for all customer segments and all payment types.
- Resolve transactional issues with vendors, customers and different departments
- Effectively manage transaction processing efficiency and accuracy while maintaining a positive customer service culture
- Continually evaluate existing processes and recommend suggestions for improvement
- Stablish rapport with other Patterson teams, build effective relationships, and share wins and successes
- Ensure that all activities are performed in the most efficient and effective manner possible

### Cash Application Associate

Sep 2017 - Jul 2017

Panduit, Zapopan, Jalisco Mexico

Supports accounting functions (Accounts Receivables) with administrative, bookkeeping, and clerical duties. Responsible for processing and recording accounting transactions using software and systems. Receives, processes, and records various accounting transactions in accordance with Generally Accepted Accounting Principles. Interprets data from accounting records and maintains accurate compilation, analysis, and reporting of accounting data. Communicates with clients and with other departments within Panduit to clarify and find solutions to outstanding accounting related issues, procedures, and policies.

## Achievements

- I got reduction of the % of PD +6 days keeping it below 1.5% in most of the weeks of this quarter (Manaus most of weeks below 1%, Sorocaba in average 1.44%)
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