1. Applied more than [Number] payments per week.
2. Compiled and analyzed data for review by senior management of loan loss reports to measure portfolio performance.
3. Handled high volume of in-bound calls pertaining to reconciliation of delinquent accounts.
4. Prevented impending loss and increased profitability by enforcing scheduled collection campaigns, consistently achieving targeted recovery rate.
5. Managed efficient cash flow reporting, posted cash receipts and analyzed chargebacks, independently addressing and resolving issues.
6. Contacted clients with past due accounts to formulate payment plans and discuss restructuring options.
7. Produced, distributed and tracked more than [Number] monthly invoices for [Industry] business.
8. Identified, researched and resolved billing variances to maintain system accuracy and currency.
9. Worked with [Job title] and assisted [Job title]s to properly apply customer remittances.
10. Performed targeted collections on past due accounts aged over [Number] days.
11. Collaborated with [department or management] to achieve [result].
12. Resolved conflicts and negotiated mutually beneficial agreements between parties.
13. Received and processed stock into inventory management system.
14. Improved [type] through consistent hard work and dedication to [project or department or task or customer].
15. Demonstrated respect, friendliness and willingness to help wherever needed.
16. Worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
17. Carried out day-day-day duties accurately and efficiently.
18. Adhered to social distancing protocols and wore mask or face shield at all times.
19. Offered friendly and efficient service to all customers, handled challenging situations with ease.
20. Drove operational improvements which resulted in savings and improved profit margins.