1. Made decisions and recommendations about extending lines of credit.
2. Minimized accounts receivable collections and reconciled customer billings and statements.
3. Reviewed customer files on regular basis to make sure receivables were in sound condition.
4. Analyzed customer data such as financial statements to determine level of risk involved for extending credit.
5. Complied with internal controls and government regulations.
6. Assessed credit risk and analyzed financial statements.
7. Controlled credit exposure by providing financial order management support to minimize risk and obtain timely payment.
8. Worked in tandem with sales team and customers to negotiate payments and verify account reconciliations.
9. Contacted customers and requested financial documentation.
10. Performed credit reviews on corporations to assess financial conditions.
11. Conducted presentations to upper management and executive teams for loan recommendations.
12. Gathered loan documentation for underwriting.
13. Placed customer accounts on hold due to past due payments.
14. Improved understanding of financial statements, which helped in assessing risk.
15. Conducted financial review of customer lines of credit by assessing company financials and initiating credit application reviews.
16. Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
17. Completed [task] to ensure compliance with relevant [type] regulations.
18. Demonstrated respect, friendliness and willingness to help wherever needed.
19. Exceeded goals through effective task prioritization and great work ethic.
20. Prepared a variety of different written communications, reports and documents to ensure smooth operations.