1. Minimized accounts receivable collections and reconciled customer billings and statements.
2. Gathered loan documentation for underwriting.
3. Assessed credit risk and analyzed financial statements.
4. Controlled credit exposure by providing financial order management support to minimize risk and obtain timely payment.
5. Placed customer accounts on hold due to past due payments.
6. Performed credit reviews on corporations to assess financial conditions.
7. Contacted customers and requested financial documentation.
8. Reviewed customer files on regular basis to make sure receivables were in sound condition.
9. Conducted financial review of customer lines of credit by assessing company financials and initiating credit application reviews.
10. Made decisions and recommendations about extending lines of credit.
11. Complied with internal controls and government regulations.
12. Conducted presentations to upper management and executive teams for loan recommendations.
13. Improved understanding of financial statements, which helped in assessing risk.
14. Analyzed customer data such as financial statements to determine level of risk involved for extending credit.
15. Worked in tandem with sales team and customers to negotiate payments and verify account reconciliations.
16. Exceeded goals through effective task prioritization and great work ethic.
17. Resolved conflicts and negotiated mutually beneficial agreements between parties.
18. Increased customer satisfaction by resolving [product or service] issues.
19. Successfully maintain clean, valid driver's license and access to reliable transportation.
20. Led projects and analyzed data to identify opportunities for improvement.