1. Improved understanding of financial statements, which helped in assessing risk.
2. Placed customer accounts on hold due to past due payments.
3. Complied with internal controls and government regulations.
4. Analyzed customer data such as financial statements to determine level of risk involved for extending credit.
5. Controlled credit exposure by providing financial order management support to minimize risk and obtain timely payment.
6. Assessed credit risk and analyzed financial statements.
7. Contacted customers and requested financial documentation.
8. Conducted presentations to upper management and executive teams for loan recommendations.
9. Conducted financial review of customer lines of credit by assessing company financials and initiating credit application reviews.
10. Reviewed customer files on regular basis to make sure receivables were in sound condition.
11. Performed credit reviews on corporations to assess financial conditions.
12. Minimized accounts receivable collections and reconciled customer billings and statements.
13. Gathered loan documentation for underwriting.
14. Worked in tandem with sales team and customers to negotiate payments and verify account reconciliations.
15. Made decisions and recommendations about extending lines of credit.
16. Managed quality assurance program, including on-site evaluations, internal audits and customer surveys.
17. Handled [number] calls per [timeframe] to address customer inquiries and concerns.
18. Completed minor preventative maintenance and mechanical repairs on equipment.
19. Actively listened to customers' requests, confirming full understanding before addressing concerns.
20. Resolved conflicts and negotiated mutually beneficial agreements between parties.