1. Made decisions and recommendations about extending lines of credit.
2. Improved understanding of financial statements, which helped in assessing risk.
3. Performed credit reviews on corporations to assess financial conditions.
4. Conducted presentations to upper management and executive teams for loan recommendations.
5. Complied with internal controls and government regulations.
6. Conducted financial review of customer lines of credit by assessing company financials and initiating credit application reviews.
7. Minimized accounts receivable collections and reconciled customer billings and statements.
8. Worked in tandem with sales team and customers to negotiate payments and verify account reconciliations.
9. Controlled credit exposure by providing financial order management support to minimize risk and obtain timely payment.
10. Reviewed customer files on regular basis to make sure receivables were in sound condition.
11. Successfully maintain clean, valid driver's license and access to reliable transportation.
12. Proved successful working within tight deadlines and fast-paced atmosphere.
13. Created plans and communicated deadlines to ensure projects were completed on time.
14. Used critical thinking to break down problems, evaluate solutions and make decisions.
15. Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.
16. Offered friendly and efficient service to all customers, handled challenging situations with ease.
17. Worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
18. Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
19. Resolved conflicts and negotiated mutually beneficial agreements between parties.
20. Led projects and analyzed data to identify opportunities for improvement.