1. Worked in tandem with sales team and customers to negotiate payments and verify account reconciliations.
2. Performed credit reviews on corporations to assess financial conditions.
3. Improved understanding of financial statements, which helped in assessing risk.
4. Analyzed customer data such as financial statements to determine level of risk involved for extending credit.
5. Conducted presentations to upper management and executive teams for loan recommendations.
6. Assessed credit risk and analyzed financial statements.
7. Gathered loan documentation for underwriting.
8. Complied with internal controls and government regulations.
9. Minimized accounts receivable collections and reconciled customer billings and statements.
10. Contacted customers and requested financial documentation.
11. Made decisions and recommendations about extending lines of credit.
12. Controlled credit exposure by providing financial order management support to minimize risk and obtain timely payment.
13. Conducted financial review of customer lines of credit by assessing company financials and initiating credit application reviews.
14. Placed customer accounts on hold due to past due payments.
15. Reviewed customer files on regular basis to make sure receivables were in sound condition.
16. Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
17. Actively listened to customers, handled concerns quickly and escalated major issues to supervisor.
18. Created plans and communicated deadlines to ensure projects were completed on time.
19. Resolved problems, improved operations and provided exceptional service.
20. Collaborated with [department or management] to achieve [result].