

Aisha Patel

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SUMMARY

Detail-oriented Accounts Receivable Specialist with over 5 years of experience in managing financial transactions and optimizing billing processes. Proven track record in reducing accounts receivable days outstanding by 30% and improving cash flow through effective collection strategies.

EXPERIENCE

Accounts Receivable Specialist

Jan 2022 - Present

ABC Financial Services, Denver, CO

- Reduced DSO (Days Sales Outstanding) from 45 to 32 days, improving cash flow by 20%.
- Implemented a new invoicing system that cut invoice processing time by 15 hours per month.
- Managed a portfolio of over 200 client accounts, achieving a collection rate of 98%.

Accounts Receivable Analyst

Jun 2018 - Dec 2021

XYZ Corporation, Denver, CO

- Analyzed customer payment trends to forecast cash flow, resulting in a 10% decrease in late payments.
- Collaborated with sales and customer service teams to resolve billing discrepancies, enhancing customer satisfaction by 25%.
- Trained and mentored junior staff on accounts receivable processes, improving team efficiency.

Billing Coordinator

Aug 2016 - May 2018

123 Industries, Denver, CO

- Processed and reconciled over \$1M in monthly invoices with a 99% accuracy rate.
- Developed and maintained relationships with clients to facilitate timely payments.
- Spearheaded an initiative to automate billing, reducing manual entry errors by 40%.

EDUCATION

Bachelor of Science in Finance

May 2018

University of Colorado Boulder, Boulder, CO • GPA: 3.7

SKILLS

Technical Skills: Accounts Receivable Management, Financial Analysis, Invoicing, Reconciliation

Tools & Frameworks: QuickBooks, SAP, Excel, Oracle NetSuite