

Aisha Patel

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SUMMARY

Detail-oriented Billing Specialist with over 5 years of experience in accounts receivable and billing processes. Proven track record of improving billing accuracy by 30% and reducing overdue accounts through effective follow-up strategies.

EXPERIENCE

Billing Specialist

Jan 2022 - Present

Tech Solutions Inc., Austin, TX

- Improved billing accuracy by 30% by implementing a new electronic invoicing system, reducing discrepancies.
- Managed a portfolio of over 200 accounts, achieving a 95% on-time payment rate through diligent follow-ups.
- Streamlined billing processes, resulting in a 20% reduction in billing cycle time.

Accounts Receivable Clerk

Jun 2018 - Dec 2021

Global Services LLC, Austin, TX

- Processed daily transactions averaging \$50,000, maintaining a 98% accuracy rate in billing records.
- Resolved customer disputes related to billing within 48 hours, enhancing customer satisfaction and retention.
- Developed a tracking system for overdue accounts, which decreased overdue payments by 40% within one year.

Billing Assistant

Jul 2016 - May 2018

Finance Group Inc., Austin, TX

- Assisted in monthly billing cycles for over 150 clients, ensuring timely and accurate invoicing.
- Created detailed reports on billing discrepancies, contributing to a 25% improvement in resolution times.
- Trained new staff on billing software and best practices, enhancing team efficiency.

EDUCATION

Bachelor of Science in Accounting

May 2018

University of Texas at Austin, Austin, TX • GPA: 3.7

SKILLS

Technical Skills: Accounts Receivable Management, Invoicing, Financial Reporting, Data Analysis

Tools & Frameworks: QuickBooks, SAP, Microsoft Excel, Salesforce