

Aisha Patel

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SUMMARY

Detail-oriented and motivated recent graduate with strong analytical skills and a passion for finance. Proven ability in managing accounts receivable processes and ensuring timely collection of outstanding payments. Seeking to leverage my education and internship experience to contribute effectively as an Entry Level Accounts Receivable Specialist.

EXPERIENCE

Accounts Receivable Intern

Jun 2021 - Aug 2021

XYZ Corporation, Seattle, WA

- Assisted in reducing outstanding receivables by 15% through diligent follow-up on overdue accounts.
- Streamlined invoice processing, reducing processing time by 20% by implementing a new tracking system.
- Utilized QuickBooks to manage client accounts, achieving 98% accuracy in billing.

Finance Assistant

Jan 2020 - May 2021

ABC Services, Seattle, WA

- Supported the finance team in monthly reconciliations, improving the reconciliation accuracy by 10%.
- Managed data entry for receivables, processed over 200 invoices monthly, and maintained organized financial records.
- Developed a tracking spreadsheet that saved the team 5 hours per week in manual reporting.

EDUCATION

Bachelor of Science in Finance

May 2018

University of Washington, Seattle, WA • GPA: 3.7

SKILLS

Technical Skills: Accounts Receivable Management, Invoice Processing, Financial Reporting, Data Analysis

Tools & Frameworks: QuickBooks, Excel, SAP, CRM Software