

Amina Patel

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SUMMARY

Detail-oriented Accounts Receivable Specialist with over 5 years of experience in managing invoicing, collections, and customer account reconciliation. Proven track record of improving collection processes and enhancing cash flow, with a focus on accuracy and efficiency.

EXPERIENCE

Accounts Receivable Specialist

Jan 2022 - Present

Tech Solutions Inc., Austin, TX

- Increased collection efficiency by 25% through streamlined invoicing processes and enhanced follow-up techniques.
- Reduced average days sales outstanding (DSO) from 45 to 30 days, resulting in improved cash flow management.
- Utilized SAP and Excel to maintain accurate records of accounts and analyze payment trends.

Accounts Receivable Associate

Jun 2018 - Dec 2021

Global Enterprises, Austin, TX

- Processed and reconciled over 1,000 invoices per month, achieving a 98% accuracy rate.
- Developed a customer follow-up system that decreased overdue accounts by 30% within six months.
- Collaborated with cross-functional teams to resolve billing discrepancies, reducing customer complaints by 40%.

Billing Coordinator

Jul 2016 - May 2018

FinTech Innovations, Austin, TX

- Assisted in the implementation of a new billing software that improved processing time by 50%.
- Managed communication with clients regarding account status and payment terms, leading to a 20% increase in timely payments.
- Created reports on payment trends to support financial forecasting and strategy development.

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, Cash Application, Reconciliation

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