

Aisha Patel

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SUMMARY

Detail-oriented Billing Specialist with over 5 years of experience in managing invoicing processes and enhancing billing accuracy. Proven track record of reducing billing discrepancies and optimizing billing cycles to improve cash flow.

EXPERIENCE

Billing Specialist

Jan 2022 - Present

Fintech Solutions Inc., Seattle, WA

- Streamlined billing processes, reducing invoice processing time by 30%, leading to faster revenue recognition.
- Managed accounts receivable for over 150 client accounts, achieving a 98% accuracy rate in billing.
- Implemented new invoicing software (BillQuick) which cut manual entry errors by 40%.

Accounts Receivable Specialist

May 2019 - Dec 2021

Tech Innovations LLC, Portland, OR

- Reduced outstanding receivables by \$50,000 through proactive follow-up and dispute resolution.
- Developed and maintained detailed reports to track billing cycles, improving cash flow visibility for management.
- Collaborated with sales and customer service teams to resolve billing inquiries, enhancing customer satisfaction by 20%.

Billing Assistant

Jun 2018 - Apr 2019

Healthcare Billing Corp., Portland, OR

- Assisted in the preparation and distribution of invoices, achieving timely billing for over 300 clients.
- Conducted audits on billing files, identifying discrepancies and correcting errors which improved accuracy by 15%.
- Supported the implementation of an electronic billing system, facilitating a smoother transition from paper to digital.

EDUCATION

Bachelor of Science in Accounting

May 2018

University of Washington, Seattle, WA • GPA: 3.7

SKILLS

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

Tools & Frameworks: QuickBooks, BillQuick, Excel, Salesforce