

Aisha Patel

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SUMMARY

Detail-oriented and results-driven Senior Accounts Receivable Specialist with over 7 years of experience in managing accounts, optimizing cash flow, and improving collection processes. Exceptional analytical skills with a proven track record of reducing DSO by 25% while increasing collection efficiency.

EXPERIENCE

Senior Accounts Receivable Specialist

Jan 2022 - Present

Tech Innovations LLC, Atlanta, GA

- Streamlined the invoicing process, reducing billing errors by 30%, resulting in a \$200,000 increase in cash flow.
- Implemented new collection strategies that improved collection rates by 40% within the first year.
- Trained and mentored a team of 4 junior AR specialists on best practices and software tools.

Accounts Receivable Specialist

Mar 2018 - Dec 2021

Global Solutions Inc., Atlanta, GA

- Managed an AR portfolio of \$5 million, consistently achieving a collection rate of over 95%.
- Reduced Days Sales Outstanding (DSO) from 60 to 45 days through effective follow-up strategies.
- Utilized SAP and Excel to generate detailed reports that informed management decisions.

Accounts Receivable Associate

Jun 2016 - Feb 2018

ABC Distribution Corp., Atlanta, GA

- Processed accounts receivable transactions in a timely manner, maintaining accuracy in all financial records.
- Assisted in reconciling accounts monthly, contributing to a 20% reduction in discrepancies.
- Developed a tracking system for overdue accounts that improved follow-up efficiency by 50%.

EDUCATION

Bachelor of Science in Accounting

May 2018

Georgia State University, Atlanta, GA • GPA: 3.7

SKILLS

Technical Skills: Accounts Receivable Management, Cash Flow Optimization, Invoice Processing, Data Analysis

Tools & Frameworks: SAP, Excel, QuickBooks, Salesforce