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| |  | | --- | | A knowledgeable account specialist who can keep the record of money after receiving it. A Very skilled person who is adept at using a computer to solve account related problems and can even work on a complex computer system. A Very talented person who can prepare accurate and error-free aging reports from auditing receivables. Specialist in many account-related tasks. | | **Experience**Account Receivable Specialist | Company | Dates From – To I am given the duty to maintain all active account files related to account receivables. I supported IT specialist working in my firm in developing an expert archive system that can handle and manage account receivables. I work in an accounting department of the company to see the impact of account receivables on the company’s customer’s relations. I also keep the record of all the receivable invoices, and I am responsible for making an aging report. I compile financial reports and try to provide best services to customers. Job Title | Company | Dates From – To Think about the size of the team you led, the number of projects you balanced, or the number of articles you wrote. **Education**Degree | Date Earned | School You might want to include your GPA and a summary of relevant coursework, awards, and honors. Degree | Date Earned | School On the Home tab of the ribbon, check out Styles to apply the formatting you need with just a click. | | |  | | --- | | Objective To maintain accounting reports to supervise all the accounts simultaneously to keep them up-to-date.  To assist customers so that they can manage their current accounts. To maintain a good relationship with the customers and vendors through the timely services provided by me. | | |  |  | | --- | --- | |  |  | | Email | Telephone | |  |  | | LinkedIn URL | Twitter handle |   Link to other online properties: Portfolio/Website/Blog | | SKILLS/CORE COMPETENCIES  Great knowledge of using the computer system and very knowledgeable in a computer network.  Keenly observe everything in Accounting for details.  Adept at solving problems and analyzing them.  Vast experience of supervision and managing account department.  Passionate and always driven towards the targets to achieve them.  An active person who can deliver the task before the deadline.  Capable enough to perform other duties of account department.  Best written and verbal communication skills and very friendly towards the customers of the company. | |