

KANISHA PATEL

Accounts Receivable Administrator

Resume ID: 612421

Resume Views: 16

Location: Ottawa, ON

Postal Code: K2G 3R7

Category: Administration &
Support Services

Employment Type: Temporary

Posted: 03.19.2018

- Objective:**
- Updating receivables on regular basis by totaling unpaid invoices
 - Resolving collections by arranging sources for making of payments for past due invoices
 - Creating invoices and sending that to the customers via web portal for the sales or services rendered
 - Providing monthly statements, credit reference, EFT information as per customer request
 - Performing reconciliation of the customer's accounts payable statement in favor of accounts receivable statement on timely basis.
 - Protecting organization's value by keeping information confidential.

Education:

01.01.2017 - 04.28.2018 Algonquin College of Applied Arts & Technology

Associate Degree

Work Experience:

01.16.2018 - 04.20.2018 Accounts Receivable Assistant (co-op)
Fisher Scientific Company | Distribution-Shipping

Total Years Experience: 1

Skills: · Customer relations oriented · Detail
· Prefer systematic preparation · Organized multi-tasker
· Exceptional time management skills · Motivated self-starter

Occupations: Accounting-Finance: Bookkeeping, Collections