NIKOL WEBER

CV

(681) 204 7100 example@cvmaker.com

LinkedIn
https://www.linkedin.com/in/
petra-coyle

Tenacious entry-level clerk with 6-months work experience in accounts receivable. Advanced QuickBooks and Excel certifications. Excellent reconciliation and communication skills with high attention to detail. Managed a section of age analysis with 100 accounts with 30-day payment terms. Maintained DSO at 31.5 days for 6 consecutive months. I am keen to grow my career in accounts receivable and look forward to joining a well-organized, fast-paced team of specialists.

WORK EXPERIENCE

Accounts Clerk Trainee Aug 2021 - Feb 2022

Verizon, North Little Rock

- Following up on past-due accounts
- Allocating payments
- Reconciling accounts
- Investigating and resolving payment discrepancies
- Investigating and resolving customer queries
- Maintaining customer files and records
- Preparing bank deposits
- Data entry

EDUCATION AND QUALIFICATIONS

High School Diploma Sep 2017 - Jul 2021

Wynne High School, Wynne

GPA: 3.9

Subjects passed with distinction: ***Accounting, Mathematics***

COURSES

Advanced QuickBooks Certificate Sep 2021 - Sep 2021

QuickBooks

Advanced Excel Oct 2021 - Oct 2021

Microsoft

SKILLS

Account reconciliations	Expert
Collections	Experienced
Communication	Expert
Attention to detail	Expert
QuickBooks	Experienced
Excel	Experienced