
Cash Manager Resume

Job Objective

Seeking work as Cash Manager with company to advance my skills and career in this field.

Highlights of Qualifications:

- Remarkable experience to handle all cash and manage all account receivables for various insurance companies
 - Outstanding knowledge of various Microsoft Applications
 - Profound knowledge of internal cash management procedures
 - Ability to prepare budget for various projects and design strategies
 - Ability to perform troubleshoot and resolve all issues for account receivables and billing
 - Amazing communication skills in both oral and written forms
 - Ability to analyze various processes
 - Proficient in maintaining relations with staff and guest
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Professional Experience:

Cash Manager

L-3 Communications, Pikeville, KY
October 2008 – Present

- Maintained effectiveness and recommend improvements to cash transfer policies if required.
- Managed all subsidiary cash payments and prepared schedule for repayment of loans within required timeframe.
- Monitored and analyzed all ACH transactions for cash transfer.
- Evaluated all bank accounts on monthly basis.
- Maintained all bank fees at lowest cost.
- Prepared reports for all accounting departments on weekly and monthly basis.
- Maintained knowledge on all bank products and services and recommended improvements.
- Developed and managed special projects in collaboration with treasurer.

Cash Control Supervisor

General Electric, Pikeville, KY
August 2003 – September 2008

- Developed and processed regular audits on everyday basis.
- Scheduled work for all cash office staff and provided training.
- Performed troubleshoot on systems to identified all issues.
- Prepared reports for operations team on weekly basis.
- Administered and evaluated all bank amounts for distribution and return.

Cash Analyst

CCSI INC, Pikeville, KY
May 1998 – July 2003

- Managed and processed all cash items for various operating systems of insurance policies.
 - Prepared reports for all cash suspense on weekly and monthly basis.
 - Prepared records of client accounts and provided regular update within required timeframe.
 - Assisted to complete all cash transfer transactions within required policies.
 - Coordinated with various banking partners to reconcile all cash on everyday basis.
 - Performed research on cash applications and maintained it on web.
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Education:

Bachelor's Degree in Finance
Lesley University, Cambridge, MA

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