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## Credit Controller Resume

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### Job Objective

To obtain a Credit Controller position in which I can enhance my skills and become a valued member of your team.

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### Highlights of Qualifications:

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- Remarkable experience of imparting Credit Control
  - Good understanding of credit products
  - Proficient with Oracle, Word and Excel
  - Ability to identify and highlight credit notes and write-off concerns
  - Ability to negotiate and identify risk
  - Excellent communication, negotiating and time management skills
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### Professional Experience:

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#### Credit Controller

UBS Financial Services, Minneapolis, MN

August 2005 – Present

- Managed incoming cash and updated system.
- Computed total cheques, cash, BACS and credit card payments.
- Reviewed overdue payments and coordinated with individual credit controllers.
- Maintained customer details and account records.
- Coordinated with customer and resolved problems and queries.
- Assisted and reports to credit manager.

#### Credit Controller

Thomson Reuters, Minneapolis, MN

May 2000 – July 2005

- Evaluated company credit control procedure.
  - Managed due outstanding sales balances and reviewed credit limits.
  - Enforced Direct Debit payment system and managed new credit management procedures.
  - Administered overdue debtors and coordinated with external and internal customers.
  - Corresponded about overdue accounts and assured establishment of follow-up contact.
  - Handled allocations issues and collections issues.
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### Education:

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Bachelor's Degree in Finance

Thomas Aquinas College, Santa Paula, CA

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