
Payment Processor Resume

Job Objective

To use my abilities and training as a Payment Processor to gain employment in your company.

Highlights of Qualifications:

- Wide experience in handling cash and mortgage servicing
 - Operational knowledge of insurance approvals, rejections, denials and accounting principles
 - Deep knowledge of claim processing in medical insurance segment comprising of ICD-9 and CPT coding
 - Familiarity about working in fast moving high paced transaction environment
 - Skilled at accounting, banking and financial data input into system
 - Ability to oversee financial results amid balance and multiple procedures
 - Ability to manage financial outcomes efficiently
 - Ability to work with numbers and words meticulously
 - Excellent cash handling and financial data entry skills
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Professional Experience:

Payment Processor

Enlightened, Inc., Jacksonville, FL

August 2007 – Present

- Provided correct and on time date input and reviewed payments and deposits manually as well as electronically.
- Engaged in decision making based on appropriate payment standards and techniques.
- Determined inconsistencies in transactions and reported promptly to Production Coordinator.
- Processed all payments on timely basis without any errors in alliance with Division and Bank stated rules and regulations.
- Reviewed all manual instructions for completeness, apt testing and giving pricing details in US Dollars.
- Ensured mail payment orders comprise of signature approvals.
- Entered data into post borrower payments within given deadlines.

Payment Processor

Cabela's Inc., Jacksonville, FL

May 2004 – July 2007

- Recorded, utilized and evaluated financial information stored in computers.
 - Ensured to preserve proprietary information discreet and protected valuable assets of company.
 - Built and maintained congenial and professional relations with others.
 - Ensured to listen carefully all employee concerns and responded accordingly.
 - Provided assistance to team to attain common goals and objectives.
 - Complied with all established quality related standards and expectations.
 - Determined, suggested, created and practices new modes to enhance organizational overall productivity.
 - Entered work associated information in computers and used as required.
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Education:

Associate Degree in Accounting

Ivy Tech Community College, Indianapolis, IN

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