**Calvin A. Moore**

1236 Columbia Road

Philadelphia, DE 19103

Phone: 302-865-7266

Email: camoore@freemail.com

**Career Objective:**

To obtain an accounts receivable analyst position and build a sound accounting system for the organization by ensuring defined and steady inflow of cash with the help of my strong accounting knowledge and excellent analytical skills.

**Summary of Skills:**

* Strong experience of financial analysis, general ledger accounting, and account reconciliation
* Proficiency in MS Office suite and latest accounting software applications
* Remarkable analytical, communication and interpersonal skills
* Outstanding organizational, coordination, and job prioritizing skills
* Detail-oriented with outstanding problem-solving skills
* Ability to converse with clients and motivate them for business continuity

**Work Experience:**

Accounts Receivable Analyst

Atlas Financial Solutions, Inc., Philadelphia, DE

November 2013 - Present

* Responsible for managing cash-inflow functions and collection of overdue accounts
* Analyzing and ascertaining the causes of outstanding payments and meeting clients with options for payment settlement
* Drafting and presenting reports on delinquent accounts to the management
* Reviewing requests from clients and working on modification of bill amounts
* Following up with clients for delayed payment and collecting late-payment fine
* Collaborating with the accounting team and working towards streamlining account receivable process

Accounts Receivable Analyst

Pearl Finance Company, Philadelphia, DE

April 2012 - October 2013

* Handled daily cash and check receipts
* Reconciled cash and drafting month-end reports
* Performed general accounting activities and ensured timely collection of payment
* Analyzed and reduced the volume of outstanding invoices
* Reviewed and changed payment terms to accommodate client's requests
* Ensured clients don't get habitual in violating credit terms
* Monitored clients account regularly and their method and time of payment

**Education:**

* Bachelor's Degree in Accounting  
  Numero University, Philadelphia, DE  
  2011

**Reference:**

On request.