



NOR PATIN SYAKILA BARIZAN

Account Payable and Receivable

EXPERIENCE

GB MOTORS SDN BHD

2022 - PRESENT

Account Payable and Receivable

- Improved cash flow management with proactive monitoring of accounts receivable and payable, leading to increased liquidity.
- Supported accounts payable and accounts receivable functions by reviewing invoices, processing payments, and reconciling customer accounts.
- Ensured accurate financial records by diligently reconciling accounts payable and receivable ledgers.
- Reduced outstanding accounts receivable balances by consistently following up on overdue payments and negotiating payment plans with clients.
- Managed accounts payable and receivable functions, optimizing cash flow management for the organization.
- Managed accounts receivable and accounts payable functions, ensuring accurate recording of all transactions.
- Increased efficiency in accounts payable processes by identifying areas for improvement and implementing necessary changes.
- Maintained accurate accounts payable and receivable records, ensuring smooth cash flow management.
- Identified opportunities and risks in accounts payable process to improve standard operating procedures.

ABOUT

Efficient Accounts Receivable Specialist offering 3 years of experience in accounts receivable functions. Excellent knowledge of collection and claims procedures with strong communication skills utilized in resolving customer queries. Skilled in accurately preparing weekly and monthly reports within tight deadlines.

EDUCATION

Diploma Technology and Office Management 2016 - 2018

Universiti Teknologi Mara

SKILLS

Billing and accounting support	● ● ● ● ●
Accounts payable processing	● ● ● ● ●
Account and revenue tracking	● ● ● ● ●
Performance tracking and reporting	● ● ● ● ●

CONTACT

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