

United Arab Emirates Jobs Expertini®

Billing officer

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Company: Sundus

Location: abu dhabi

Category: other-general

Minimum of 2 years of experience in billing, collection, accounts receivable or a related area. Manage and analyse accounts, invoices, and payments; process adjustments and reversals were improperly billed or if payments were incorrect. Investigate and resolve issues related to billing disputes and inquiries, discrepancies, and prepare and process refund requests for any customer or company. Perform daily payment reconciliation against the bank account. Excellent communication skills in both. Proficiency in working with Excel spreadsheets and generating reports and specially in invoicing. Disclaimer: Drjobs.ae is only a platform that connects job seekers and employers. Applicants are advised to conduct their own independent research into the credentials of the prospective employer. We always make certain that our clients do not endorse any request for money payments, thus we advise against sharing any personal or bank-related information with any third party. If you suspect fraud or malpractice, please contact us via contact us page. Dr.Job is an online platform that connects employers with skilled job seekers, facilitating the search for job opportunities and top talent. Established in 2015. Dr.Job has emerged as the Gulf region's premier job portal, attracting thousands of job seekers every day from different countries like UAE, Saudi Arabia, Bahrain, Kuwait, Oman, and Qatar.

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