
Bank Officer CV Sample

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Professional Summary

Highly organised Bank Officer. Effectively identifies and quickly resolves complex financial issues. Banker who thrives in environments which are dynamic and fast-paced. Innovative and knowledgeable banking professional with extensive experience in finance, sales, and marketing. Believes in integrity, efficiency and exceptional customer service.

Core Qualifications

City & Guilds, Financial Management Diploma 2008

Professional Qualifications

- Comprehensive understanding of all banking procedures
- Good knowledge of all finance and accounting procedures
- Profit & Loss accounts management
- Tax compliance and planning
- Strategic planning and fund management
- Corporate accounting
- Risk and debt evaluation and management
- Thorough understanding of regulatory regulations and laws

Academic Qualifications

University of London 2007 Bachelor of Arts: Finance London, England

Professional Affiliations

Rhombus Business and Finance Association

Key Skills

- Aptitude in account coding
- Collections proficiency
- Cash handling
- Mutual funds knowledge
- Bank security issues
- Debt and credit management
- Night & safe deposit systems

Work Experience

Bank Officer - Stonebridge Community Credit Union London - 2011 to Current

- Executing loan origination process that includes ordering preliminary title reports and credit reports
- Maintaining data confidentiality and updating secure banking systems
- Preparing financial reports for customers and management
- Mentoring junior bank staff employees on customer service and sales techniques

Bank Officer - Tellico Bank London 2008 to 2011

- Creating financial analysis reports on market research, borrowers' financial statements, commercial real estate, and lease reviews
- Providing expert financial advice on customer mortgage and both personal and educational loans
- Educating bank customers on available credit options and the multiple loan products

Assistant Bank Officer - Salamander Bank UK - May 2007 - May 2008

- Assisting senior-level bank credit officers with loan applications
- Maintenance of the daily loan applicant database
- Sorting, filling, and boxing documents

References

References can be supplied on request.