# Devika Dey

# 8800 SE Causey Loop B-308 Happy Valley 97086

# Phone: 562 253 6553, E-Mail:Basil7395@gmail.com

**Objective:**

Looking for available position, within the, banking or financial services industry to further build on previous industry experience.

**Professional Skills:**

* Team and individual work oriented.
* Able to lead or follow as needed.
* Concurrent management of multiple projects.
* Quick Learner.
* Disciplined dependable work ethic.

**Work History:**

**Auditing Clerk**

*Australia New Zealand Bank Corporation (Super Concepts) 03/2011-12/2011*

* Processed all audits for accountants.
* Assisted with management of work flow.
* Assured compliance with regulatory/ethical work requirements.

**Risk Advisor**

*ISelect Insurance Brokers Pty Ltd 07/2010-12/2010*

* Liaised with clients daily regarding products concurrent to meet client needs.
* Ensured all insurance sales met with strict financial compliance and procedures.
* Use of financial software to compose and analyze client advise documents.

**Financial Planning Support Officer**- Business Banking Division

*Australia New Zealand Bank Corporation 07/2007-07/2010*

* Analysis of client financial situation, preparation of Statement of Advice documentation to clients using COIN and Visiplan software.
* Communicated with clients on behalf of the adviser in regards to accounts, or any other banking matter required.
* Liaised with referral partners and district executives regarding new sources of revenue.
* Ensured all client files and databases were updated and met compliance standards.
* Undertook research on behalf of advisers regarding legislative, investment and economic changes.

**Junior Para Planner/Customer Service**

*Golden Age Financial Services Pty Ltd/MLC Financial Planning 08/2005-05/2007*

* Analysis of client financial situation, preparation of Statement of Advice documentation to clients using COIN and Visiplan software.
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**Barista and Customer Service Operative**

*Hudson’s Coffee Company Pty Ltd 2001-03/2005*

* Retail, sales and cashier operations of beverages, food and merchandise.
* Barista coffee skills.
* Cleaning and assembling of outdoor furniture setup.
* Confirming stock orders of milk and food for daily use.
* Lifting stock from storage area and assembling on shop front.

**Have a working visa for the United States. References are available on request.**