1. Prepared research reports on stock bonds and mutual funds as assigned by supervisor.
2. Create routine financial reports, including [Type] and [Type].
3. Assisted with account reviews and preparation for account reviews.
4. Developed and analyzed various budgets and performed financial statement analysis.
5. Assisted with month-end closing processes and verified journal entries.
6. Authored thorough reports detailing results of investigations and recommendations to improve compliance and maintain solvency.
7. Developed and delivered compliance training to team members and bank staff.
8. Orchestrated update and integration of important changes into institutional operations.
9. Performed yearly reviews of bank policies and procedures to evaluate compliance with regulatory requirements and standards.
10. Produced effective procedures for performing [Type] investigations and deployed monitoring processes to keep teams consistent in all areas.
11. Identified issues, analyzed information and provided solutions to problems.
12. Created plans and communicated deadlines to ensure projects were completed on time.
13. Completed quarterly assessments of financial and performance records and reports to promote operational improvements.
14. Developed and maintained courteous and effective working relationships.
15. Studied economic information and read historical data to evaluate soundness of operational practices against business framework.
16. Demonstrated respect, friendliness and willingness to help wherever needed.
17. Actively listened to customers' requests, confirming full understanding before addressing concerns.
18. Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
19. Worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
20. Used coordination and planning skills to achieve results according to schedule.