

# Karen Bradley

## Bank cashier

### AREAS OF EXPERTISE

*Handling cash*

*Electronic banking systems*

*Accounting software*

*Cashiering duties*

*Bank products & services*

*Bank Reconciliation*

*Selling financial products*

### PROFESSIONAL

*RSA II*

*Can speak French*

*First Aid qualified*

### PERSONAL SKILLS

*Communication skills*

*Customer facing skills*

*Keyboard skills*

### PERSONAL DETAILS

*Karen Bradley  
34 Anywhere Road  
Coventry  
CV6 7RF*

*T: 02476 888 3344  
M: 0887 222 9999  
E: [karen.b@gmailaddress.co.uk](mailto:karen.b@gmailaddress.co.uk)*

*DOB: 12/09/1985  
Driving license: Yes  
Nationality: British*

### PERSONAL SUMMARY

A competent Bank Cashier with a friendly personality and plenty of customer service experience, including the ability to communicate to customers clearly and politely. Organised and willing to accept responsibility in meeting deadlines promptly. Able to work autonomously and meet deadlines throughout the day (cheque runs etc) and have a proven ability to sell the Bank's products and meet weekly targets that are set by managers.

Karen is currently looking for a Bank Cashier position with a suitable and responsible bank or financial company.

### WORK EXPERIENCE

*Coventry First bank - Coventry*

**BANK CASHIER** June 2008 - Present

Receiving & processing all incoming payments; Wire transfers, cheques (including foreign currency), bank drafts. Also handling all Cashier related enquiries from clients either in person, by phone, email or written correspondence.

#### *Duties:*

- Offering excellent customer service to the Building societies members.
- Daily cash and cheque handling including foreign payments.
- Ensuring that the tills balance up at the end of the day.
- Arranging and generating appointments for the savings and mortgage advisors.
- Working effectively as part of a hardworking and customer driven team.
- Processing all incoming payments received by mail, fax and email.
- Handling all cashier related enquiries from customers.
- Process all inter company payments.
- Responsible for all VAT refunds on to clients accounts.
- Posting incoming payments and occasionally answering VAT export queries.

### KEY SKILLS AND COMPETENCIES

- Excellent communication skills to build relations with customers face to face.
- Ability to organise and prioritise a busy diary.
- Good literacy and numeracy skills.
- Can handle large amounts of cash efficiently and accurately.
- Ability to review and resolve all unallocated payments.
- Flexible regarding your working hours.
- Practical experience of processing and controlling a cash book.
- Effective time management and be able to prioritise.
- Computer literate, able to use Word, Excel, Oracle, other Company financial support systems.

### ACADEMIC QUALIFICATIONS

*BSc Banking & Accounting  
Nuneaton University 2005 - 2008*

*A levels: Maths (A) English (B) Technology (B) Science (C)  
Coventry Central College 2003 - 2005*

**REFERENCES** - Available on request.