

JOHN DOE

Banking Associate

9876543210 | john.doe@example.com

PROFILE SUMMARY

Dedicated banking professional with 4 years of experience in loan processing, cash handling, and customer service within the financial services industry. Skilled in loan approval, regulatory compliance, and maintaining accurate transaction records. Strong ability to build trust with clients while ensuring operational efficiency and accuracy. Proven track record in enhancing customer service delivery and streamlining banking

WORK EXPERIENCE

Banking Associate (Cashier & Loan Processing Officer)

Jana Small Finance Bank Limited – [City, State]

September 2023 – April 2024

- Executed daily cashier operations including deposits, withdrawals, transfers, and maintained balanced cash drawers with 100% accuracy
- Maintained comprehensive records and generated detailed reports to support branch operations and regulatory audits
- Consistently met daily transaction targets while maintaining zero discrepancies in cash handling

Banking Associate

Manappuram Finance Limited – [City, State]

July 2021 – September 2022

- Managed end-to-end customer transactions including gold loan disbursement, repayments, and comprehensive account services
- Ensured operational excellence by maintaining accuracy in financial documentation and conducting thorough compliance checks

EDUCATION

Bachelor of Commerce in Corporate Secretaryship

San Memorial College of Arts & Science (Affiliated to University of Madras), Chennai

2017 – 2020

SKILLS

- Cash Handling & Transactions – Expert in application assessment and compliance verification

- Customer Service & Relationship Management
- Regulatory Compliance (KYC/AML) – Proficient in deposits, withdrawals, and cash management
- Loan Processing & Approval
- Account Services & Documentation – Excellence in client retention and satisfaction
- Financial Reporting & Record Keeping – Excellence in client retention and satisfaction/n•
- Problem-Solving & Communication – Effective resolution of customer queries and operational issues
- MS Excel & MS Word – Basic to intermediate proficiency in data management and documentation

LANGUAGES

English (Fluent),
Spanish (Intermediate)

CERTIFICATIONS

- Best OAC Award – Jana Small Finance Bank Limited
- Best Supporting DB Award – Jana Small Finance Bank Limited
- MS Excel & MS Word Certification – Basic to Intermediate Proficiency (Completed during academic tenure)

INTERESTS

Skilled in loan approval, regulatory compliance, and maintaining accurate transaction records. Strong ability to build trust with clients while ensuring operational efficiency and accuracy.