
Assistant Branch Manager Resume

Job Objective

Seeking a chance to work with a growing company through filling the Assistant Branch Manager position and putting my experience to good use.

Highlights of Qualifications:

- Admirable experience in managing cash and providing optimal levels of customer services while supervising efficient working
 - Operational knowledge of financial instructions and related principles
 - Deep knowledge of finance related computer applications
 - Immense ability to multi task and prioritize work
 - Outstanding ability to manage a team and motivate others
 - Excellent communication skills in both oral and written form
 - Skilled to identify and resolve problems
 - Proficient in developing sales and trained members
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Professional Experience:

Assistant Branch Manager
Federal Credit Union, Laurinburg, NC
October 2008 – Present

- Monitored all operational policies and ensured compliance to safety regulations and policies.
- Developed and implemented operational controls and mitigated all losses.
- Analyzed implement services and developed ways to improve customer services.
- Managed efficient working of branch and ensured customer and employee welfare.
- Monitored work of full time and part time employees and ensured adherence to all organization guidelines.
- Managed customer complaints and assisted in timely resolution for all.
- Participated in daily sales meetings and provided support to manager
- Provided support to all sales activities and related promotional activities.

Branch Supervisor
RSC Equipment, Laurinburg, NC
August 2003 – September 2008

- Analyzed customer requirement and identified opportunities for prospective sales.
- Administered and managed opening of bank accounts.
- Assisted customers in all specialty areas of banking.
- Monitored customer enquiries, ensured timely resolution and maintained optimal relationships.
- Supervised effective working of staff and ensured efficient workflow in branch.
- Maintained and provided assistance to achieve all annual deposit growth plans for present and prospective customers.

Branch Coordinator
Airgas Inc., Laurinburg, NC
May 1998 – July 2003

- Maintained departmental functional and ensured compliance to all regulations and standards.
 - Managed and investigated any teller losses.
 - Administered and managed all transactions for employees and volunteers.
 - Coordinated with managements and performed audit on branches for currency and travelers cheques.
 - Trained and provided assistance to subordinates.
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Education:

Bachelor's Degree in Business Administration
Columbia College, Columbia, MO

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