
Bank Customer Service Representative Resume

Job Objective

Qualified Bank Customer Service Representative seeking a position with growing firm in which to utilize my skills and expand my knowledge.

Highlights of Qualifications:

- Remarkable sales, cash handling and customer service experience
 - Wide knowledge of Bank operations , policies and procedures
 - Ability to answer telephone inquiries and direct questions to appropriate bank branch personnel
 - Ability to respond to customer mail inquiries and resolve customer problem
 - Ability to operate on-line terminals, keyboards, and calculators
 - Ability to identify sale opportunity to drive sales results
 - Ability to do basic math calculations
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Professional Experience:

Bank Customer Service Representative
Comerica Bank, Boca Raton FL
November 2006 – Present

- Handled marketing of bank products to prospects and handled queries related to financial services.
- Managed opening accounts and even collected the required data.
- Maintained documentation and kept it confidential.

Bank Customer Service Representative
Citizens Bank, Boca Raton FL
February 2001 – October 2006

- Efficiently handled banking transactions and interacted with customers.
 - Handled sales referral goals.
 - Protected Huntington's assets by grasping and meeting policies.
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Education:

Bachelor's Degree In Business Administration
Winston-Salem State University, Winston-Salem, NC

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