
Bank Processor Resume

Job Objective

To use my abilities and training as a Bank Processor to gain employment in your company.

Highlights of Qualifications:

- Admirable experience in bank processing and customer service
 - Operational knowledge of all banking related procedures and processes
 - Sound knowledge of general and routine banking transactions
 - Familiarity about all corporate documentation namely quality control plans, articles of incorporations, audit results and partnership documents
 - Solid understanding of windows software applications mainly intermediate Excel and advanced Word
 - Ability to evaluate tax returns and corporate financials
 - Ability to review and evaluate personal and professional credit reports
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Professional Experience:

Bank Processor
Flagstar Bank, Davenport, IA
August 2007 – Present

- Monitored process of tracking bank notes on day-to-day basis.
- Ensured to enter track notes, correspondent details, note amount and borrowers name in computer system.
- Verified documents and shipped bank notes to vault complying with apt routine control.
- Arranged shipments overnight and tracked bank notes sent to investors.
- Ensured every bank note is appropriately validated, imaged and given to IDM to verify in related system.
- Checked documents for loan processing for correctness and completeness.
- Interacted with other corporate departments with respect to problems and current operations.

Bank Processor
Pacific Trust Bank, Davenport, IA
May 2004 – July 2007

- Processed all data and bank documents appropriately.
 - Ensured customer transactions was correct and on schedule.
 - Provided assistance in other functions and processes as required.
 - Processes applications received from whole brokers and correspondents.
 - Communicated with customers to collect all required documents for process approval.
 - Maintained and updated approved clients database in regular intervals.
 - Prepared everyday production reports having complete details for management.
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Education:

Bachelor's Degree in Business
Virginia State University, Petersburg, VA

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