
Citibank Teller Resume

Job Objective

Seeking a job within Citibank as Teller.

Summary of Qualifications:

- Outstanding sales and cashier expertise
 - Operating knowledge of 10-key machine, personal computer and other standard office equipments
 - Extensive knowledge of advanced and complex bank transactions
 - Good Understanding of all teller services, policies, and procedures
 - Superior sales and relationship building skills
 - Excellent verbal and written communication skills
 - Strong analytical and problem solving skills
 - Amazing ability to multi task and work in a team environment
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Work Experience:

Bank Teller, May 2004 – Present
Monark, Los Angeles, CA

- Executed financial transactions ensuring compliance with bank policies and procedures.
- Handled and resolved customer inquiries related to account services.
- Identified customer needs and referred bank products and services.
- Participated in seminars, promotional campaigns, and product initiatives.
- Established and maintained customer relationship and executed against referral sales goal.
- Promoted branch sales by actively participating in sales activities.

Bank Teller, March 2002 – April 2004
Shrink, Los Angeles, CA

- Handled and resolved customer inquiries related to account service.
 - Enlightened customers on utilizing available access channels.
 - Identified customer needs and referred bank products and services.
 - Ensured safe and secure environment for customer and bank assets by maintaining adherence to operational controls.
 - Identified and implemented service behaviors to improve customer services.
 - Supported sales and promotional activities like seminars, micro-marketing events, promotional campaigns etc.
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Education:

Bachelor's Degree in Business, Grove City College, Pennsylvania, PA

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