
Client Services Officer Resume

Job Objective

To maximize my skills and training as a Client Services Officer in well organized organization to help the organization reach its objectives.

Highlights of Qualifications:

- Solid knowledge of financial industry
 - Profound knowledge of banking products
 - Proficient with MS Office, web based and other desktop applications
 - Strong ability to prioritize and organize work
 - Excellent data analysis and problem solving skills
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Professional Experience:

Client Services Officer

BNY Mellon, Southfield, MI

August 2005 – Present Supported fundamental operations encompassing client service and client relationship building

Provided financial advice to clients and senior management

Developed and managed entire accounting operation.

Provided adequate reply to client enquiries regarding all aspects of fund management.

Managed documents and prepared presentations as per need.

Resolved client related problems and apprehensions in a professional way.

Client Services Officer
CitiGroup, Southfield, MI

May 2000 – July 2005 Provided assistance to department manager in accomplishing various projects assigned.

Maintained records and documentation pertaining to existing and new customers.

Initiated fund disbursement as and when directed.

Worked closely with associates and clients.

Managed and maintained accounts as per branch policies and procedures.

Performed transaction of funds as per client directives.

Prepared audit inquiry response as per existing audit procedures.

Education:

Bachelor's Degree in Business Administration

Elms College, Chicopee, MA

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