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## HSBC Teller Resume

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### Job Objective

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To work for HSBC as Teller.

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### Summary of Qualifications:

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- Excellent knowledge of CRT, teller machine, and 10-key calculator
  - Proficient in computers and pertinent mainframe systems and software packages
  - Ability to lift up to 30 pounds
  - Ability to perform basic math calculations
  - Solid interpersonal, communication and analytical skills
  - Good Organizational, mathematical and communications skills
  - Excellent customer service and cash handling skills
  - Superior sales and relationship building skills
  - Amazing ability to multi task and work in a team environment
  - Remarkable ability to operate various office equipments
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### Work Experience:

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Bank Teller, May 2004 – Present  
Tweak, Plymouth Meeting, PA

- Processed and initiated various financial transactions for Company customers.
  - Achieved sales referral and promotional sales goals.
  - Provided excellent customer services and enhanced company image.
  - Handled deposits, payments, and other transactions ensuring procedures and performance standards.
  - Initiated referral of new business through customer contact and maintained customer relationship management system.
  - Ensured customer interaction standards for every transaction.
  - Handled operational risk controls and ensured Company and regulatory standards, policies and practices.
  - Identified and resolved compliance breaches and control weaknesses.
  - Ensured operational risk controls in compliance with regulatory standards and policies.
  - Ensured diversity and brand reflection in all completed work.
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### Education:

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Bachelor's Degree in Accountancy, Marygrove College, Michigan, MI

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