
Merchant Teller Resume

Job Objective

To obtain a Merchant Teller position utilizing my excellent customer service and communication skills.

Summary of Qualifications:

- In-depth Knowledge in preparing and executing vault transactions
 - Immense ability to operate a 10-key machine, personal computer and other standard office equipment
 - Excellent knowledge of retail and Consumer Banking operations
 - Good interpersonal and sales skills
 - Strong analytical and problem-solving skills
 - Effective verbal and written communications skills
 - Outstanding ability to multitask in a team environment
 - Ability to work with a diverse work force and customer base
-

Work Experience:

Merchant Teller, May 2004 – Present
Nikon, Del Mar, CA

- Verified amount and examined check for endorsement and negotiability.
- Ensured positive interaction with customers during routine transactions.
- Referred and crossed sold products to the customers specializing in bank's outstanding product line.
- Maintained records and issued computer generated receipts and travelers cheque.
- Identified and made referral sales and recommended alternate channels.

Merchant Teller, March 2002 – April 2004
P&T, Del Mar, CA

- Maintained files of various records, logs and cards related to accounts.
 - Handled customer inquiries and requests.
 - Assisted in safe deposit boxes, ATM operations, and night deposits.
 - Ensured maintenance of business and customer confidentiality as stated in the Employee Code of Conduct.
 - Identified cross sell opportunities and sold bank products.
 - Developed and maintained customer relationships with use of appropriate tag-ons within each transaction.
-

Education:

Bachelor's Degree in Accounting, Catawba College, North Carolina, NC

[Build your Resume Now](#)