
Operation Specialist Resume

Job Objective

Seeking a position as Operation Specialist in which my abilities and experience can aid in the growth of the company.

Highlights of Qualifications:

- Admirable experience in managing projects in a call center environment
 - Deep knowledge of Microsoft applications
 - Huge knowledge of radiology and related procedures
 - Exceptional ability to identify and resolve all issues
 - Remarkable ability to provide administrative support
 - Excellent communication skills
 - Skilled to analyze and write details about products
 - Proficient in providing optimal customer services
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Professional Experience:

Operation Specialist

AIM Investment Services, Portland, OR

May 2006 – Present

- Administered and processed all required trade allocations.
- Analyzed processes and resolve trade related settlements.
- Maintained effective professional relations with clients.
- Monitored customer requests and inquiries and assisted in its resolution.
- Managed communication networks and detected any contraband radiology or nuclear materials.
- Worked on multiple communication network on intelligence networks and desktops.
- Ensured reporting all incidents through required protocol.
- Prepared briefs and participated in various meetings related to chief of operations.

Operation Specialist

E-Star TRADE Financial, Portland, OR

March 2003 – April 2006

- Supervised accuracy in maintenance records.
 - Evaluated all third party paperwork prior to approvals.
 - Managed account journals and records of all deliveries and receivables.
 - Reviewed incoming checks and securities.
 - Performed audit on braches and prepared reports.
 - Monitored client issues and resolved it effectively.
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Education:

Bachelor's Degree in Finance

Essex County College, Newark, NJ

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