
Personal Banking Officer Resume

Job Objective

Qualified Personal Banking Officer seeking to fill position with established top-rate organization looking for applicants with extensive training and experience.

Highlights of Qualifications:

- Huge working experience in banking industry
 - Solid knowledge of bank products and services
 - Excellent knowledge of banking products and services
 - Proficient with human resources and labor laws and policies
 - Outstanding oral, written and interpersonal communication skills
 - Strong ability to work independently
 - Exceptional ability to draw valid conclusions from collected data
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Professional Experience:

Personal Banking Officer
Capitol Bancorp, Huntsville, AL
August 2005 – Present

- Managed and monitored entire banking operation.
- Provided banking services to individual and corporate customers.
- Managed personal and business banking services.
- Interacted with customers to understand their personal financial needs.
- Explored market to acquire new customers.
- Introduced new products and services to Optimize bank's performance.

Personal Banking Officer
Sindy Thomas Consulting, Huntsville, AL
May 2000 – July 2005

- Managed company's personal banking business
 - Provided efficient and appropriate service to customers.
 - Initiated and implemented strategies to achieve company objectives and goals.
 - Assisted customers to open suitable type of account in the bank as per their needs.
 - Provided counseling and advisory service to customers in the matters related to banking.
 - Expanded and improved existing services and products.
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Education:

Bachelor's Degree in Finance
Alaska Pacific University, Anchorage, AK

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