
Universal Banker Resume

Job Objective

Result-oriented and positive thinking Universal Banker looking for a job within your firm.

Highlights of Qualifications:

- Admirable experience in providing customer services for all sales activities in financial sector
 - Sound knowledge of retail products and procedures
 - Profound knowledge of retail sales operations in bank branch
 - Immense knowledge of personal banking products and services
 - Ability to balance all teller cash on everyday basis
 - Ability to perform advanced math in everyday bank activities
 - Ability to develop innovative resolutions to customer issues
 - Ability to utilize all bank based window applications
 - Strong selling, cross-selling and referral skills
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Professional Experience:

Universal Banker

The Huntington National Bank, Sugar Land, TX

August 2007 – Present

- Analyzed customer requirements and recommended appropriate solutions.
- Facilitated sales referrals to other bank departments if required by client.
- Ensured optimal utilization of all marketing resources to expand client base.
- Coordinated with bank office team and ensured achievement of all office sales objectives.
- Ensured compliance to all internal security policies and procedures.
- Performed regular one on one interaction with all customers for all services.
- Maintained optimal level of relationship with clients to facilitate sale of products and services.
- Analyzed customer inquiries and provided appropriate response.

Universal Banker

River Valley Bank, Sugar Land, TX

May 2004 – July 2007

- Assisted to cash various checks within assigned limit from bank.
 - Administered all deposits and withdrawals and evaluated signatures of clients.
 - Provided assistance to customers to accept all loans and credit card.
 - Ensured optimal level of customer services are provided to all customers coming to branch.
 - Performed regular research to resolve all customer issues efficiently.
 - Assisted to compile all new customer applications and information for opening new accounts.
 - Determined appropriate cross selling techniques for various products and services.
 - Evaluated and processed all transactions for commercial loans.
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Education:

Bachelor's Degree in Banking

Potomac State College, Keyser, WV

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