**YUSUF**

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 **PROFILE: TELLER JOB**

**OBJECTIVE**

Bank cashier four years of experience of providing excellent customer service, handling

 Customer transactions referring credits products and balancing cash drawers seeking to

 To perform the Teller II position in financial institution where I can utilize my knowledge

 Of banking products and procedures.

Key Skills

\*Excellent Mental Math

 \*Ledger Balancing

 \*Cash Handling
 \*Data Entry Skills

 \*Problem Solving

 \*Adaptability

 \*Collaboration

 **Education**

\*completed S.S.L.C., Govt Higher Primary

 School, Ballary.

\*Pre-University College, From Bangalore

 Education Board

 \* B.B.M. Bachelor of Business Management

 **Certification**

 \*Computer Operator and Programming

 Assistant, from Government of Karnataka

Certified Course

**MS Office, power point, D-base.**

 EXECUTIVE SUMMARY

* Ability to stand for hours at a time
* Knowledge of accounting and document managements
* Proficiency with check endorsing machines and currency notes
* Excellent customer service skills and friendly speaking voice
* Able to work in a fast-paced environment
* Experience handling cash and counting money Accurately
* Able to abide by the banks security program and follow code

 Of conduct.

* Promoted new bank products and services to new customers
* Cashed checks and processed deposits upon balance and

Signature verifications.

#  Professional Experience

 **Teller (June 2015 – Feb 2019)**

 **Bellary urban Co-Op. Bank Ltd, Bellary**

* Perform cash handling, customer service, balance drawer
* Perform opening new accounts for customers, Activate ATM/Debit card.
* Keep proper cash limits cashed checks, accepted deposits, helped customers in all banking Transactions.
* Performed clerical and administrative support.
* Received savings deposits and withdrawal and verified with signature and identification of customer.
* Providing additional bank customer service such as cashier checks and savings bonds.
* Experience in handling a daily volume of over 200 transactions, operated a variety of banking Equipment, including ATM/ and swipe machines
* Make sure that all banking transactions are going as per RBI guidelines.
* Maintained cash availability and accounting of Automated Teller Machine (ATM) on a daily basis.
* Follow up of NPA accounts (Non Performing Assets) at regular intervals.

 **KEY PROFILE:**

* Opening of new Savings bank accounts and Current accounts.

* Assisted in the training of coming tellers in day to day transactions.
* Verifying the loan documents as per the bank requirement provided by the customer.
* Communicating and educated the customers about the new products of the bank.
* Remittance the cash whenever the branch exceeds the cash limits.
* Obtained proper documentation and approval before processing for loan.
* Monitored the surveillance footage of bank vaults to ensure daily safety.
* Collaborated closely with the bank managers and other senior staff to ensure the smooth running of the branch.
* Greeted all customers pleasantly and engaged them in light conversation to facilitate relationships.
* Doing light clerical duties in the form of faxing, scanning, and computing.
* Reviewed and memorized the safety protocols of the bank in the event of robbery and other disasters.

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. Technical Skills

* MS word-Excel D-base-COBOL MSOffice

 **Date of Birth:** 29th Sep 1981 **Languages:** English, Hindi, Kannada **Nationality:** Indian

**Marital Status:** Married