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## Assistant Bank Manager Resume

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### Job Objective

Searching for work as Assistant Bank Manager with a company seeking a hard working employee.

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### Highlights of Qualifications:

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- Experience in managing all banking sales operation and providing optimal level of customer satisfaction in a retail environment
  - Operational knowledge of all rules and regulations of deposit products
  - Proficient with Microsoft applications
  - Remarkable ability to maintain effective relationships with clients
  - Outstanding ability to monitor client request
  - Ability to proactively identify client needs with questions
  - Skilled to work on various banking office equipments
  - Exceptional skilled to multi task and complete work on time
  - Ability to perform accurate cash handling
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### Professional Experience:

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Assistant Bank Manager  
Moody National Bank, Indianapolis, IN  
October 2008 – Present

- Managed everyday activities and ensured optimal levels of customer satisfaction.
- Maintained good relationships with clients and administered customer requirement.
- Performed sales of all bank products and assisted in opening new accounts and loans.
- Supervised office in absence and provided direction to team.
- Administered office security and performed tests on security equipment.
- Determined goals for all cross selling products and maintained good relationships.

Senior Bank Teller  
TCF Bank, Indianapolis, IN  
August 2003 – September 2008

- Maintained optimal customer relationships with bank values and work.
- Managed processing of all paper transactions and prepared balancing procedures.
- Assisted customers in all bank account transactions such as loans and travelers cheques.
- Ensured compliance to all bank regulations and guidelines.
- Coordinated with customer and employees and followed security guidelines.
- Administered and achieved all bank objectives and goals.

Bank Teller  
Flagstar Bank, Indianapolis, IN  
May 1998 – July 2003

- Managed all deposits, withdrawals and payment to customers.
  - Assisted customers in checking accounts and helping with loan transactions.
  - Participated in various sales campaigns and identified sales referrals.
  - Managed all bank services and managed safe deposits and holiday cards.
  - Maintained on line terminal and enters all payment received.
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### Education:

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Bachelor's Degree in Business  
Panola College, Carthage, TX  
Master's Degree in Finance  
Trinity Washington University, Washington, DC, DC

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