Maxine Curry  
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The Big Peg  
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PERSONAL SUMMARY

Maxine is able to processes up to 20 customer transactions each hour with no mistakes. As a true professional she can be relied upon to represent the Bank in a manner that maintains and expands positive relations with all existing and potential customers. She will always carry out all of her duties in accordance with the banks policies, practices, and procedures. On a personal level she is able to bring about great results from ordinary circumstances and has a track record of doing things right the first time. In her current role she is accountable for receiving, counting, verifying and depositing large volumes of cash on a daily basis. Aside from this she is also involved in introducing bank customers to new financial products and services. Right now she is looking for a suitable position with a bank where the brightest and best can develop their future career.

CAREER HISTORY

BANK CASHIER - Start Date - Present  
Employers name - Location  
Responsible for balancing a high volume of currency on a consistent basis.

Duties;

* Entering cash transactions into the banks computer database.
* Providing exceptional customer service to customers.
* Taking cash in the form of coins and notes from customers.
* Writing up reports for senior managers.
* Selling money orders.
* Processing saving account transactions.
* Processing cash deposits.
* Accepting utility bill payments.
* Handling hand to hand transactions of a large amount.
* Keeping cash receipt documentation.
* Investigating and reporting all discrepancies.
* Answering customer enquiries about the banks services or products.
* Opening new bank accounts.
* Closing existing bank accounts.
* Maintaining authorized currency levels and cash balances.

JOB TITLE - Start Date - End Date  
Employers name - Location

JOB TITLE - Start Date - End Date  
Employers name - Location

KEY SKILLS AND COMPETENCIES

Professional

* Proficient with a 10 key calculator.
* Accurately counting cash.
* Processing Poker Room transactions.
* Can work well within a team.
* Trustworthy and can be trusted at all times.
* Knowledgeable about different types of international currency.
* Possess an excellent attendance and punctuality record.
* Superb keyboard skills and able to type at a fast speed.
* Efficient and accurate transaction processing.
* Answering routine questions in a professional manner.

Personal

* Having an honest manner.
* Adaptable and willing to learn new things.

AREAS OF EXPERTISE

Bank paperwork  
Cashing transactions  
Cash handling  
Loans  
Mortgages

ACADEMIC QUALIFICATIONS

University name  -  Degree details              Study Dates  
College name      -  Qualifications                Study Dates  
School name       -  Subjects / Grades          Study Dates

REFERENCES

Available on request.