

Robert Smith

Asst. Bank Officer

PERSONAL STATEMENT

Over 20 years of banking experience. Mostly credit investigation and property appraisal. Worked as an officer in last 3 years with the bank. Assist with preparation and presentations for various BSA training sessions.

WORK EXPERIENCE

Asst. Bank Officer

ABC Corporation - 2012 - 2015

Responsibilities:

- Responsible for checking and timely release of chattel and real estate appraisal reports prepared by appraisers.
- Monitored attendance and production/performance of appraisers/reporter.
- Conducted a performance rating of appraisers every 6 months.
- Provided account officers with the timely release of appraisal reports and the accurate value of properties offered as collateral.
- Minimized bank exposure risk.
- Served as a consumer loan officer.
- Trusted with above average, unsecured and secured loan authority, to provide consumer and retail loans.

Bank Officer

Delta Corporation - 1987 - 1990

Responsibilities:

- Singapore Handle walk-in customers professionally by finding out their needs and directing them to appropriate team experts or service/sales channels.
- Respond to queries and facilitate the resolution of problems while anticipating customers needs.
- Promote the banks service and proposition to walk-in-customer.
- Working with team members in different desks, mainly deposits, accounts, internal remittance, loans, and advances, etc.
- Skills Used Opening Account Operating SEBL Software Relationship Banking Team Work.
- Managed loan portfolio within Energy Lending Group Performed credit analytics to determine loan risk and creditworthiness of prospective and current.
- Supported the FX team supervisor with daily risk management Monitored the teams tasks (confirmation, settlement, allocations, and EOD reporting.

Education

Bachelor of Science in Business Administration - 1988(De La Salle University - Phillipines)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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SKILLS

Asset Management, Risk Analysis, Investments, Risk Management.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)