

Robert Smith

Bank Reconciliation Specialist

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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www.qwikresume.com

SKILLS

MS Office, Planning,
Supervising.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

PERSONAL STATEMENT

Bank Reconciliation Specialist professional experienced working in fast paced environments demanding strong organizational, technical and interpersonal skills. Trustworthy, ethical and discreet; committed to superior customer service. Confident and poised with individuals at all levels. Detail oriented and resourceful in completing projects, able to multi-task effectively. Capabilities include Customer Service and Relations Accounts Payable/Receivable Shipping and Receiving Bank Reconciliations General Accounting Telephone Reception.

WORK EXPERIENCE

Bank Reconciliation Specialist

ABC Corporation - December 1989 - January 1989

Responsibilities:

- Reviewed processes and procedures and recommended to management to improve quality.
- Posted and processed all returned checks.
- Responsible for balancing monthly bank statements.
- Prepared refund and miscellaneous deposits for bank and distribute current day and wire transfer confirmations.
- Made copies of checks, endorsements, and deposits for bank reconciliation folders and handle check clearance requests from all departments.
- Pinpointed numerous issues within nationwide loss prevention initiatives, working jointly with police officers and loss prevention teams.
- Participated in large, confidential investigations.

Bank Reconciliation Specialist

Delta Corporation - 1988 - 1989

Responsibilities:

- Bank Reconciliations for 130 banks, A/P & A/R, handled all client issues, troubleshoot & resolved issues.
- Managed internal and external customer complaints to ensure a positive relationship between mortgage customers and the company.
- Research and identify solutions that are profitable to customers and companies.
- Balanced bank accounts to ensure funds accounted for on daily basis Led project conversion to implement the acquisition of 18,000 customers to the company.
- Provide support serving as a primary banking liaison for 700+ stores Collaborate with store management, Loss Prevention, armored car services.
- Reconciled monthly bank statements against General Ledger.
- Prepared monthly reconciling journal entries for disbursement account.

Education

GED