

ROBERT SMITH

Teller Representative

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

As a Teller Representative, responsible for Ensuring that all cash reports are filed accurately, clearly, and timely, Assisting financial analysts in preparing reports, Assisting with data analytics projects, and also Assisting with credit card processing and customer service, Establishing an accounting system to support revenue recognition.

CORE COMPETENCIES

System Support, Accounting, Cash Reporter.

PROFESSIONAL EXPERIENCE

Teller Representative

ABC Corporation - August 2011 – June 2013

Key Deliverables:

- Provided regular updates on progress of current projects and projects under development.
- Provided superior customer service and a great experience for all customers.
- Ensured each cashier is trained to meet or exceed the customer's expectations.
- Assisted in the development of new products and services.
- Collected money from customers, vendors, and others.
- Provided accurate receipts to the company or third party.
- Ensured that all cash reports are filed accurately, clearly, and timely.

Teller Representative

Delta Corporation - 2009 – 2011

Key Deliverables:

- Work closely with engineering team to ensure business needs are met while maintaining quality standards in design and development efforts.
- Provide exceptional customer service by providing a positive experience for all customers including the end user who receives the product.
- Referred customers to products and services with effective communication skills Completed weekly employee performance review forms Ensured customer .
- Handling large quantity of currency, being the face of the business and assisting customers with their financial needs rather running transaction to .
- Conduct daily transactions such as checking and saving accounts.
- Open accounts and offer premium accounts and cds.
- Handle loan payments.

EDUCATION

ROBERT SMITH

Teller Representative

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: [Qwikresume.com](https://qwikresume.com)

MS

