

Robert Smith

Trade Specialist

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SUMMARY

To obtain a job within the company and use talents and skills to be an asset and help accomplish the overall goals of the company. Dedicated and focused professional that has of experience working with equipment maintenance and team supervision that has management and manufacturing experience

SKILLS

Ms. Word, MS Office, Outlook, Office: Word, Powerpoint, Photoshop, Photography, Sales, Typing

WORK EXPERIENCE

Trade Specialist

ABC Corporation - 2005 - 2010

- Solve invoice discrepancies and prepare for payables.
- Manage the accounts receivables for all commodities assigned.
- Research fluctuation to maintain an accurate statement.
- Communicate and schedule load information with transportation providers.
- Maintain an electronic shipment schedule for each trader, and commodity assigned.
- Assist traders with credit applications and other vendor requirements for new customers.
- Answer a multi-line phone system, providing customer service, while handling multiple tasks in a time-sensitive manner.

Trade Specialist

Bank Of New York Mellon - 2002 - 2005

- Provided professional support to Investment Managers through timely and accurate processing of trade instructions and overseeing related transactions including global and domestic securities, foreign exchange transactions, incoming and outgoing wire transfers, and transfer of currency between accounts.
- Interpreted non-standard trade instructions and reviewed input for accuracy and adherence to policies and procedures.
- Maintained and strengthened relationships with Investment Manager through effective written and verbal communication, and provided a high level of customer service.
- Minimized risk by resolving trade issues, recognized and escalated any potential fraudulent activity, and maintained management reporting databases.
- Assisted in investment of cash and researched idle and overdrawn balances.
- This is Dummy Description data, Replace with job description relevant to your current role.
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EDUCATION

BS