



• Age:25      TEL:00123456789      Mail:12345678@gmail.com



Education

**Finance major**      **Shanghai University of Economics**      **Sep. 2013 - Jun. 2017**

- GPA: 3.4, ranking top 10% in professional performance for two consecutive years.



Experience

**Bank manager**      **Bank of China Shanghai Branch**      **Jul. 2018 - Present**

- Independently complete all consulting services for customers in the lobby, solve customer inquiries, maintain customer relationships and market credit cards.
- Assist the account manager to sale credit products.
- Organize customer information and materials; assist counter staff to copy necessary information.
- Job performance: A total of nearly 3,000 customers were received, no complaints, and received favorable comments from customers; 450 credit card accounts were developed, and 200 new card customers were developed.

**Lobby manager**      **Bank of China Shanghai Branch**      **Jul. 2017 - Jun. 2018**

- In the lobby, maintain the order of the lobby and solve the disputes of general customers.
- Combine customer characteristics and business types, guide and divert customers to designated windows or self-service machines, simply introduce wealth management products, answer customer's questions when using ATM self-service terminals, and help customers solve difficulties encountered.
- Guide and assist customers to fill out forms for handling various business and copy ID cards and other relevant documents.
- Complete other tasks for leadership arrangements.



Skill

- Computer: Proficient in Excel, Powerpoint, Word and other office applications. Familiar with financial modeling tools Python, VBA and Matlab
- Employment Qualification: Fund Employment Qualification Certificate



Evaluation

- 2 years of bank-related work experience, and be familiar with the basic processes and work systems of banking work, and have basic skills to work in banks.
- Good communication skills, master certain communication skills, and the ability to organize and coordinate, strong teamwork ability, and can quickly integrate into the team.
- Work hard and self-study, take the initiative to learn and master the knowledge and skills required for the job.