

BANK ASSISTANT RESUME

Name: _____

Mobile: _____

Email: _____

Address: _____

Career Objective

To obtain the position of Bank Assistant at The Postal and RMS Employees Co-operative Bank Ltd., where I can effectively use my communication, computer, and customer service skills while contributing to the growth of the organisation.

Educational Qualification

Qualification	Institution	Board/University	Year	Percentage
Graduation	_____	_____	_____	_____
Intermediate	_____	_____	_____	_____
SSC	_____	_____	_____	_____

Computer Skills

- MS Word
- MS Excel
- MS PowerPoint
- Internet & Email
- Basic Banking Knowledge
- Typing Skills
- Data Entry

Key Skills

- Communication
- Customer Service
- Team Work
- Time Management
- Problem Solving
- Documentation

Experience

Fresher

OR

HR Executive – Shiv Engineering and Port Services Pvt. Ltd.

Duration: January 2025 – Present

Roles:

- Employee Documentation
- Data Entry
- MS Excel Reporting
- Attendance Management
- Payroll Support
- Office Administration

Personal Details

Father's Name: _____

Date of Birth: _____

Gender: _____

Nationality: _____

Marital Status: _____

Languages Known: _____

Declaration

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief.

Place: _____

Date: _____

Signature
