

Rohan Menon

Bank Officer



Hyderabad, India rohan.menon@example.com Fictional sample

01 Professional profile

Bank Officer with an illustrative 11-year career focused on branch operations, customer documentation and service controls. Core strengths include Account operations, Document review and Reconciliation. Selected examples describe the challenge, contribution and handover materials.

02 Professional experience

Jul 2022 – Present

Bank Officer

Asterline Financial Services · Hyderabad

Delivered defined workstreams in branch operations, customer documentation and service controls, coordinating reviewers and delivery partners.

- Introduced a completeness checklist and routed exceptions to authorised decision makers.
- Organised daily pending items by owner, required document and next action.

Jul 2018 – Jun 2022

Bank Officer

Northmere Financial Services · Hyderabad

Built a scoped practice in branch operations, customer documentation and service controls, with a defined review process.

- Used account operations and service coordination on assigned work; recorded decisions so colleagues could understand the approach.
- Prepared handover materials and incorporated specialist feedback before closing the workstream.

Jul 2015 – Jun 2018

Operations Associate

Cedarfield Financial Services · Hyderabad

Built foundations through supported assignments, observation and practical feedback.

- Assisted with document review and control checks, checking work with an experienced reviewer.
- Kept organised work records and developed clear handover habits through supervised practice.

EXPERTISE

Core capabilities

Account operations

Document review

Reconciliation

Service coordination

Control checks

Exception handling

SELECTED WORK

Account documentation review

Application checklist and exception register

Branch handover record

Daily operations and handover record

LANGUAGES

English - professional working

Hindi - professional working

CAREER CONTEXT

11 years in this illustrative career.

Three appointments.

Full work examples on page 2.

03 Banking work examples

Sound processes. Dependable service.

WORK EXAMPLE 01 / ILLUSTRATIVE

Account documentation review

Context

Incomplete applications circulated without clear ownership.

Contribution

Introduced a completeness checklist and routed exceptions to authorised decision makers.

Prepared for handover

Application checklist and exception register

WORK EXAMPLE 02 / ILLUSTRATIVE

Branch handover record

Context

Shift changes left unresolved service requests unclear.

Contribution

Organised daily pending items by owner, required document and next action.

Prepared for handover

Daily operations and handover record

04 Education

2013 – 2015

MBA in Banking Operations

Asterbridge Institute of Professional Studies
Specialist study with a practice focus on account operations and document review.

2009 – 2013

Bachelor of Commerce

Cedarhaven College of Applied Studies
Foundation study, practical assignments and supervised learning. Fictional institution and qualification record.

05 Professional development

2024

Account operations - advanced practice workshop

Scenario exercises and peer review in branch operations, customer documentation and service controls.

2025

Service coordination - reflective practice seminar

Applied learning reviewed through a bounded example and a written reflection.

Continuing learning examples, not licences or independently verified certifications.

06 Practice & evidence notes

Work focus	Evidence status	Contribution scope
Branch operations, customer documentation and service controls	Illustrative work descriptions; no source artefacts attached	Owned the stated workstream, not all team outcomes

Every employer and institution in this CV is fictional. The two work examples describe individual contributions; supporting artefacts and externally measured outcomes are not supplied. Replace example information with accurate records and permission-cleared work before using this CV.