

Buzuluk Financial - Economic College - the branch of Finance  
University under the Government of Russia  
Chair of Foreign Languages

**Composition**  
**On the subject:**  
**«My future profession.**  
**Career»**



Student of the second course  
«Banking»  
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# Introduction.

Everyone in the World should make a very important choice of this life. He must choose a profession. Choosing your future profession is not simple matter and doing it we should take into account three main things: your abilities, your desire and the needs of our society. There are many institutes, universities and colleges. Our society needs well-educated people. But it is not an easy thing to choose a profession out of more than 2000 existing in the world, because all is very interesting and useful. Everyone must choose the occupation in which he or she can best develop one's own talent and abilities.

# About banking. Activities of banks.

- Banks, being the major financial institutions, function, develop and influence the economy.
- Central Banks control the money supply and fix the minimum interest rate. They also act as lender of last resort to commercial banks with liquidity problems, issue coins and banknotes and supervise the banking system. Commercial banks are businesses that trade in money. They receive and hold deposits in current and savings accounts, pay money according to customers' instructions, lend money, and offer investment advice, foreign exchange facilities, and so on.

# Structure of the bank

The structure of the bank - this is a very large system of interaction. There are several departments: the operating department, cash transactions, the credit department, working with securities, foreign exchange department, financial monitoring, accounting section and sales departments.

# Operations Department.

Work teller (accountant, expert) serving individuals are as follows:

Registration and issuance of deposits, interest on deposits, receipt and delivery of remittances, the opening of current accounts by individuals, work with bank cards, registration of various payments and other transactions undertaken by the bank with individuals.



# Operations Department.

Work teller (accountant, expert) service entities are as follows:

Receiving and checking accounting documents of legal entities and transactions on their accounts with the bank, receiving from companies and organizations to issue money orders and cash payment for your cash transactions on corporate plastic cards and other operations that are associated with bank accounts legal entities in the bank.

Also employees of this department are preparing and sending all payments made by the bank's customers throughout the trading day, prepare answers to the demands of the regulatory authorities that are relevant to customer accounts, as well as to execute the order to the relevant departments of the bank settlement and current accounts of customers.

# Cash transactions Department.

Operations Division produces cash services, i.e. receive and disburse cash. Employees who work here must have the skills to work with cash.

In addition to the functions of issuing and receiving cash cashier can process documents at their reception / withdrawal.



In addition to cash cash workers have been receiving, storage and distribution of other values: precious metals, coins, forms, values of individual clients in bank vaults, etc.

# Credit Department.

Working in a bank in the credit department is not just credit, and complex process that involves several steps. Each step is accompanied by an economist loan officer or loan officer. Depending on the volume of transactions at all stages of one or a group of clients accompanied by a specialist, or each step accompanied by a separate expert.

- ❖ 1. Negotiations with a potential client, the assessment of its creditworthiness and solvency.
- ❖ 2. Paperwork for the issuance of credit
- ❖ 3. Support of extended credit.





# Department of Securities.

The specialists of the department engaged in operations of the bank associated with the treatment of promissory notes (recorded and their own), certificates, as well as the operations of the bank and its customers in the stock market.



The specialist department should have a good deal in a large enough volume of regulations and laws of the Russian Federation concerning issues of securities.

# Foreign exchange department.



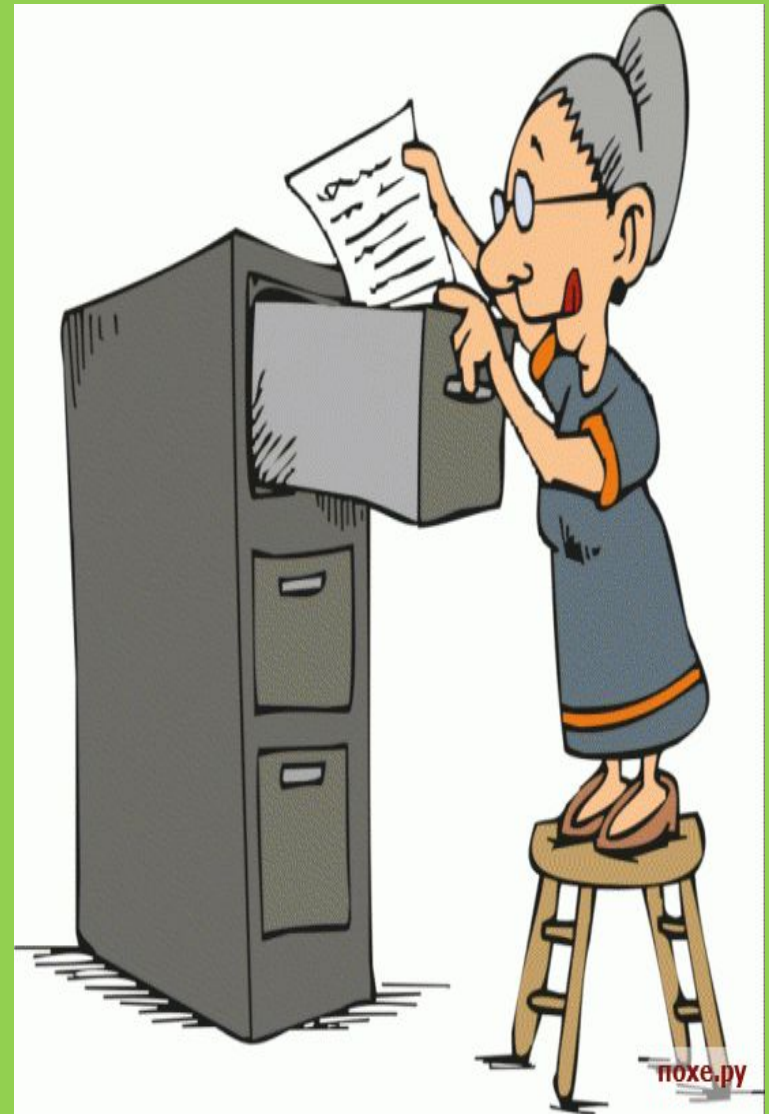
All operations of the bank in foreign currency carried out by experts of foreign exchange department.

Their functions include, inter alia, an analysis of changes in foreign currency for the purpose of establishing rates of foreign exchange operations of the bank. One of the activities is the direction of foreign exchange department of international relations.

One of the important tasks of professional foreign exchange department of the bank - the implementation of exchange controls.

# Financial Monitoring Department.

This is a very serious structure of the bank. The aim - to identify customers' transactions to be monitored and wearing a suspicious character on the basis of the provisions of the Act. The department has trained professionals every year without fail trainees. It should be noted that a precise knowledge of and compliance with the provisions of this Act is required from a specialist of any department of the bank. One of the objectives of financial monitoring department staff to carry out training of specialists in other departments and monitor the implementation of the law on the ground.



# Law Department.



This department is staffed with experts who have only a law education. The lawyer of the bank must be a generalist in the field. This is concerned with a variety of areas of banking. This requires a good knowledge of the banking law, tax law, bankruptcy law, civil litigation. Many of the bank's lawyers have a second degree in economics.

# Accounting department.

The main task of the staff of this department is the proper and timely reflection in the accounting and tax records of all transactions of the bank, as well as the drawing up of multiple reporting to the supervising organization.

The department usually has four major areas. In large banks, these areas into separate units.

- 1. Accounting for Customer Operations
- 2. Accounting for the bank's own operations
- 3. reporting
- 4. taxation





# Sales department.

Here is a manager in various versions (manager, Customer Service, Manager, customer acquisition, etc.). Their goal is to attract new customers and retain old ones. Sales staff in every possible way to collect contact potential customers organize various promotions, presentations, call up potential customers, in other words, do all that in a highly competitive environment with other banks to attract maximum number of customers in the bank and keep them there.

It should be noted that bank worker must know English.



# My profession the banker.

I chose this profession because I noticed that from an early age I loved math, I liked to think of examples, I was interested to draw graphs, make a table, work with documents. I think that the profession of a banker, I would fit.



At this moment I am second-year student of Buzuluk Financial – Economic College – the branch of Finance University under the Government of Russia. I like to study subjects such as economics of organization, finance and currency, finance of organizations, foundations of economic theory, information technology in professional activities. I still enjoy mathematics and working with documents.

In the future I plan to continue education at financial institution in Orenburg.