

Specialization in Banking Training Program



This highly specialized and concentrated Program is ideally suited to following individuals who:

- **Are fresh University Graduates and like to pursue a career in Banking**
- **Are already working and interested to switch over to Banking career**
- **Are already working in a Bank and like to excel in terms of better position and compensation**
- **Are already working in a Bank and want to qualify banking examination arranged by Institute of Bankers Pakistan**

Program is offered by: 3D Educators – Trainers & Consultants

Table of Contents

Detail

Inauguration

Structure

Topics & Time Allocation

Other Learning Activities

About the Program Designer & Instructor

Syllabus

3D EDUCATORS

TRAINERS & CONSULTANTS

Page # 2

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CAMPUS II

Suite # 305 Business Center Main Shahrah-e-Faisal, Adjacent PSO Pump Nursery Karachi – 0322-2083032

Program Details

Inauguration

The Training Program will be inaugurated by a senior member of 3DEducators

Program Structure

Number of classes in a week	One Class Per Week
Duration of each class	4-Hour with Break
Fee:	Rs.4500 x 3 Tuition Fee Rs.1500 Certification Fee Total Rs.15000/- Only

Other Learning Activities

Classroom Assignments	4
Presentations by Trainees	1

Program Topics and Time Allocation

The participants will cover the following syllabus:

Branch/Retails Banking Operations
Credit Operations
Foreign Trade Operations
IT in Banks – Internet Banking – Banking Software
Review – Exercises & Tests

About the Program Designer & Instructor

The “**Specialization in Banking**” Program has been designed and will be conducted by Senior most Bankers who having the huge experience of teaching The Banking. They have worked with various large commercial banks worked from credit, treasury, Foreign Trade, Retail Operations, Training & Development departments. They also served foreign, International and Local Banks too.

The Trainers who are conducting this program are have on the position of the following:

- ✓ Head of Trainings and HR
- ✓ Senior Executive Vise President
- ✓ Vice President
- ✓ Head of Foreign Trade
- ✓ Head of Retail and Operations

Some Bankers having the Banking experience where some were worked with Airlines, Chartered Accountants firms & public sector organization also.

They trainers are foreign qualified and having the degrees of PhD, M.Phill, MBA, MSc and research back ground.

As Consultant & Senior Trainers, the team of trainers from banking side we at **3D Educators – Trainers & Consultants** would not compromise on the faculty quality, where the trainers who are also provide training at Institute of Bankers Pakistan.

Program Syllabus

Branch/Retail Banking Operations

- Legal Framework for Retail Banking Operations
- Account Opening Procedure
 - PLS Account
 - Current Account
 - Term Deposits
 - Call Deposits
 - Special Deposit Schemes of various banks
- Operation in Accounts
- Scrutiny & Payment of Cheques
- Transfer Delivery & Clearing
- Lockers' Operations
- Inward & Outward Bills for collection
- Transfer of funds through Pay Orders, Demand Drafts, Telegraphic Transfer & Mail Transfers
- Dormant & Inoperative Accounts
- Minors' Accounts
- Branch Accounting Function
- Cash Management
- Functions of a Teller
- Quality Customer Services

Branch Credit Operations

- **Part I – Basic:**
 - Relationship Function
 - Bank Credit Policy & SBP legal framework
 - Principal of Good Lending
 - Fund & Non Fund Based Credit Products
- **Part II – Processing to Disbursement:**
 - Processing Credit Proposals – Collection of information and measurement of credit risk
 - Putting your processed information on Credit Memorandum/Proposal Format
 - Risk Rating of Borrowers & Securities
 - Contents of Security Risk Ranking Forms
 - Forwarding completed credit proposals to superiors for approval
 - Handling Approvals & Issuance of Sanctioned Facility Letters
 - Completion of Security & Charge documents
 - Disbursement of approved credit facilities
- **Part III – CAD & Monitoring:**
 - Function of Credit Administration Department
 - Various returns to SBP & Superior offices
 - Monitoring of Advances
 - Mathematics used in credit operations – markup, sale price etc. Inspection of hypothecated and pledged stocks / inventories
 - Types of Securities & Security Documents
 - Renewal and enhancement of Credit Facilities
 - Periodical review of finances to detect the irregularities and early warning signals.
 - Classification of & Provisioning of non performing loans
 - Arranging the insurance cover for securities.
 - Obtaining periodical stock statements.
- **Part IV - Management of Special Assets**
 - Rescheduling & Restructuring of classified Advances
 - Consumer Financing – Personal Loans, Credit Cards, Auto Loans, Mortgage Financing etc.
- **Part V – Role of Credit Officers & IT in lending operations**
 - Role & Functions of a Credit Officer in a typical branch
 - Role of IT & MIS in banks' lending function

Foreign Trade Banking Operations

Part I -- Imports

- Overview of Foreign Trade Operations
- Documentary Collection & Documentary Credit
- Types, Forms & Function of Letters of Credit
- Payment Against Documents PAD
- Realization of Collection Bills
- SBP & Other Returns

Page # 6

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Part II -- EXPORTS

- Advising and Confirming L/Cs
- Scrutiny and Analysis of L/Cs
- Certification of Form "E"
- Negotiation / Acceptance / Sight Payment
- Scrutiny of export documents
- Preparation of Standard Formats
- Export Bills for Collection
- Export Refinance
- SBP Returns
- Foreign Remittances
- Foreign Currency Accounts

IT in Banks, Internet Banking & Banking ERPs

- Functions of bank's IT Division
- Various Positions in IT Division
- IT Platform in banks
- Internet banking:
 - Account information
 - Transfer of funds
 - Payment of utility bills
 - Customer instructions
- Call Centers
- ATM networks
- Intranet

Common Computer Modules

- Accounting Modules
- Retail Banking Modules
- Credit Initiation, Approval & Disbursement Modules
- Trade Modules
- Reporting Modules
- MIS
- Customer Profile and Relationship Management