

# Specialization in Banking Training Program

## Who can do?

- 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

**100,000+ Students  
have been Trained**

since  
1997

**Program is  
offered by**

**3D EDUCATORS  
INT**  
22 Years of  
Excellence in  
Training &  
Development

**Invest in  
People the  
only Asset  
that Appreciates**



# Specialization in Banking Training Program

100,000+ Students  
have been Trained

since  
1997



## Table of Content

---

Detail

Inauguration

Structure

Topics & Time Allocation

Other Learning Activities

About the Program Designer & Instructor

Syllabus



# Specialization in Banking Training Program

100,000+ Students  
have been Trained

since  
1997



## About the Program Designer & Instructor

DIPLOMA IN SAP ERP training program is designed by the senior consultants and managers who have the extensive experience relates to different national and multinational organization

- Senior ERP Managers
- Senior ERP Consultants

Highly qualified and experienced tutors with extensive hands-on and successful experience in grooming of their staff and developed the ERP skills to others.

They trainers are foreign qualified and having the degrees of PhD, MBA, M.Sc., M.S. More they are also the member of ISO

## Inauguration

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

## Program Structure

No of classes per week	<b>02 Class</b>
Duration of each class	<b>02 – Hour</b>
Duration of LAB	
Total Duration	

## Other Learning Activities

Classroom Assignments	<b>04</b>
Presentations by Trainees	<b>01</b>



# Specialization in Banking Training Program

100,000+ Students  
have been Trained

since  
1997



## 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



# Specialization in Banking Training Program

100,000+ Students  
have been Trained

since  
1997



## ONLINE LIVE CLASSES FACILITY AVAILABLE

- Instructor Led Training
- Real Time Presentations
- Interactive Classes
- Complete Notes and Other Stuff shall be provided through our Secure Student Login Member's Area
- For Online Live Classes, you may please download the Admission Form through our website <http://www.3deducators.com>. Fill it properly and attached the required document along with Picture and send back to [info@3deducators.com](mailto:info@3deducators.com) with scanned fee submitted voucher in the bank.
- For Pakistan you may submit the fee at any MCB Branch with the title of "3D EDUCATORS-TRAINERS & CONSULTANTS".
- If you are outside Pakistan then you may transfer via Bank to Bank or any western union, Fast Track, Money Gram or else International Transfer Body.
- After Admission, if you don't have GMAIL Account then you are requested to kindly make one GMAIL Account and shared it [info@3deducators.com](mailto:info@3deducators.com). Then further correspondence shall be made by our institute official.
- Extra Bandwidth Charges shall be incurred.

## DISTANCE NOT MATTER

You can join in the live classes Sessions of 3D EDUCATORS – TRAINERS & CONSULTANTS from anywhere of the world.

# Specialization in Banking Training Program

100,000+ Students  
have been Trained

since  
1997



## PRECAUTIONARY MEASURES

- During Classes, you are requested to make sure that you are in isolated room, where no noise should be there except your voice.
- Kindly Switch Off your Cell Phone during the class, because it will disturb the quorum of class.
- If you have taken the admission in the course online lonely, then ethically it is recommended and suggested that you alone in the class.
- Recording of Lectures are not allowed at your end.

This world is emerging and growing in the 21st Century very rapidly because of latest and remarkable technologies and its advancement. Due to advancement of technology, we 3D EDUCATORS offer Live Interactive class sessions

3D EDUCATORS believe on Information Technology and its systems. Now you can also avail this facility at your home.

## CONTACT US

021-34141329, 0333-2402474  
021-34857148

[info@3deducators.com](mailto:info@3deducators.com)  
<http://www.3deducators.com>

Get the Admission Form

Download Form 

**MANAGEMENT  
3D EDUCATORS  
TRAINERS & CONSULTANTS**