

# CERTIFICATE IN BANKING

*Admission Open for Fresh Graduates*

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## Program Contents

- Overview of Banking, Financial Services, Insurance & Pension.
- Financial Accounting & Mathematics.
- Professional & Behavioural Skills.
- Office Management.
- Essential IT (basics & intermediate).
- Customer Service.

## Program Durations

2 Months (5 days a Week / 280 Hrs.)

## Target Participants

- Graduates with any background, preferably Finance, Accounts, Business and Commerce.

## Course Fee

Nu. 30,000 per participant

Enrolment for the course begins from 13th Sep, 2021. Course Starts as and when the class strength is met.

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FOR COURSE DETAILS & ADMISSION CONTACT # Tel: +975-02-336631 | +975-77205308 | +975-17557686



## CERTIFICATE IN BANKING

### Background

Certificate in Banking is a two months program that would provide the participants an opportunity to build strong foundation in fundamentals and principles of banking and non-banking. The program is also designed to broaden the theoretical knowledge and skills that will take the participants to the higher level of expertise. Broadly, the program covers the following;

- Fundamentals and principles of banking and non-banking;
- Business development;
- Communication and customer care skills;
- Skills of discovering and exploring financial markets;
- Numerical and accounting skills;
- Essential IT skills; and
- Office Management skills.

### Objectives

The focus of this program is to craft proficient banking and non - professionals with high domain knowledge and customer orientation skills.

### Target Participants

- Fresh recruits of FI's
- In-service Personnel's of FI's - having served less than 3 years.
- Fresh graduates with any background, preferably Finance, Accounts, Business and Commerce.

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### Training Methodologies

The course is taught using blended learning approach i.e. combining classroom teaching, case studies with industrial experiences.

It also includes;

- On Job Training with at relevant Banks
- Field Visits
- Addational session from Industrial Experts



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13<sup>th</sup> Sep, 2021



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### Program Duration

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