nbi

PRESENTS
BANKING OPERATIONS EXCELLENCE

The program aims to equip participants with sound knowledge on banking operations. Upon the completion of the course the participants will gain knowledge and skills that are very essential to be efficient in their field of work. This program will help participants get general concept of a bank's working procedures .

Duration (in Days)	1 day
Target Audience	Up to Officer Level
Program delivery	Power point, Audio Visual demonstration, Interaction, Case studies, discussions
Date, Venue & Time	30th July 2016 (7:00am to 1:30pm) at Hotel Siddhartha, Nepalgunj
Program takeaway:	• **Cash Management** • **Account Operations** • **Remittance Operations** • **Operations Risk Management**
Facilitator/s	Mr. Upendra Malakar Head of Operations Machhapuchchhhre Bank Ltd.

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Course Outline

Account Operations	Types of Accounts Dormant Account WAUN Account Cheque Issuance and Uncollected Cheques Management Account of visually impaired person / illiterate person Joint Account / Nominee Good For Payment / Statement Issuance Death of Accountholder
Cash Management	Deposit Acceptance Cheque Payment Vault Keys and Vault Management Cash and Cash in Transit Management Security Management
Operations Risk Management	Defining Operational Risk Identifying Operational Risk Operational Risk Management Process 3 Line of Defenses Early Warning Signals Risk data collection / Risks Events Reporting Operational Risk Mitigants
Remittance Operations	Types of Remittance Involving Parties Correspondent / Intermediary Bank Information in Application Mode of Transfer Nostro / Vostro Account Applicable Laws / Directives

Terms and Conditions

Fee/ Charges :

1. Cancellation/ withdrawal of participants must be done 24 hours prior to start of the program. If participant does not attend the program without cancellation, full charge shall be levied to the client.