

GENERAL ADMINISTRATION & INVENTORY MANAGEMENT IN BANKS

Program Details

Date: 31st August to 2nd September 2016

Venue: NBI Hall, Kathmandu.

Time: Day 1 & Day 2 (7:00am to 8:30am) & Day 3 (2:45pm to 6:00pm)

Target Audience: Operation In-charge/Operation Managers, Back Office staffs, Administration Departments' staffs

Level: Up to officer Level

Program Takeaways:

- Through understanding of visionary roles and responsibility of Administration department and Inventory management functions enabling them to add substantial value in the value chain.
- Enable the related functions to take lead role in Organizational change process of conversion into customer (Internal/external) centricity, techno-savvy processes for enhancing efficiency as well as promote better risk management practices.



Content

Activities/roles of Administration function, Contribution of Administration in Risk Management, Contribution of Administration in creation of Unique Value propositions, Inventory Management & Role of Administration in Inventory Management.

Trainer's Profile

Prabin Basnet, FCA, ISA, EMBA



Senior chartered accountant and Banking professional, with a collective experience of more than a decade in Audit, consultancy, Operation Management, Financial Management etc., currently working as Chief Finance Officer at NIC ASIA Bank. Past experience includes assignments as Head of Operations, Finance and Audit in Banks.

Myvalue propositions include contribution in adoption of better cost management practices, system/process reengineering to enhance efficiency, strategic thinking/ business remodeling to generate competitive edge and grab available opportunity, Balance sheet Management to generate bottom line, contribution in strengthening risk management framework specially in operation, liquidity and market risk, development of Policy and procedural framework, Efficient fund/Investment management etc.

I use interactive tools and techniques along-with appropriate theoretical framework based on international best practices and relate them with our current practices so as to ensure understandability and internalization of the Participants. I also use sufficient day to day case studies appropriate for the training topics. I believe in continuous improvement and always look forward to enhance learning experience for the participants as well as myself.

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Time & Session	Program details
31st August 2016 7:00am to 8:30am (Day 1)	Background, Activities & Roles of Administration function
Breakfast	
1st September 2016 7:00am to 8:30am (Day 2)	Role of Administration in Risk Management
Breakfast	
2nd September 2016 2:45pm to 4:15pm (Day 3)	Contribution of Administration in creation of Unique Value propositions
4:15pm to 4:45pm	Hi - Tea
2nd September 2016 4:45pm to 6:00pm (Day 3)	Inventory Management Function

