

## Mayfair Specialist Courses: Basic Banking Operations



### Welcome to Mayfair Training

*"To **connect** organisations and individuals to professional certified training solutions"*

Mayfair Professional Academy (MPA) is the body established to meet our vision. MPA offers three routes to certification:

- *Mayfair Certification*
  - *Mayfair Specialist Courses*
- *Business & Management Certification*
- *Professional Certification*

Each route has been specifically chosen to ensure that the diverse and wide needs of customers are met. Experience shows us that clients require outstanding academic programs, professional recognition and also bespoke customised solutions. All our solutions are focused on the knowledge and skills needed to perform in the real-world.

The challenges facing individuals and corporations are continually changing and we endeavour to focus on general management skills, business skills, and project management personal effectiveness with a focus on leading to Certification.

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Mayfair Training Ltd. is registered in England & Wales Company Registration Number 7130154

## Mayfair Specialist Courses: Basic Banking Operations

### Module Overview

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This programme is part of a Specialist Provision at Mayfair Training. This programme forms part of a series of courses suitable for Employees, professionals working in this field. The programme is delivered by an experienced practitioner, who has worked, trained and helped corporation and banks to create better understanding in practices and systems.

### Objectives

To train new comer to the Bank, imparting knowledge of the reasons, means and methods of function in a branch. To give an inkling of the supervisory functions.

### Target

Newly Recruited Officers.

### Methodology

Lectures – Simulation Exercices – Discussion.

### Duration

This is a two day course.

### Course Outline:

- Growth and Development of Banking in UAE
- Role of UAE Central Bank
- Banker and Customer Relationship, Their Rights and Duties
- Banking Business; Deposit and Loans; Various Types of Deposit Accounts;
- Account Opening Regulations; Current, Savings, Fixed/Call Deposit Accounts
- Various Types of Loans and Rules /Regulations
- Bank's Products and Services-Deposit Products, Loan Products, Card Products; Lockers; Phone Banking; Money Exchange etc

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- Staff Accounts; Guidelines and Code of Conduct
- Cheques; Crossing, Endorsement, Payment and Collection, Clearing System; Process of Clearing; Returns of Cheques
- Cash Receipts and Payments; Inter and Intra Branch Transfers
- Remittances
- Issue and payment of demand drafts
- Mail transfer
- Telegraphic transfers and pay orders
- Cancellation of demand drafts
- Issue of duplicate drafts
- Inter branch/ bank accounting relating to different modes of remittances
- Basic Foreign Exchange
- Channels of Delivery
- Book- keeping & Bank- Accounting
- Basic Rules
- The Double Entry Bookkeeping
- Explanation of system of Accounting

### **Accreditation**

Mayfair Certification

This course is subject to change/updates

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