



AFGHANISTAN INSTITUTE OF BANKING AND FINANCE

CENTRE FOR EXCELLENCE

Professional Certifications

Certified General Banker



AIBF is proud to offer highly structured and innovatively designed Certification which will Commence from 4:30pm to 6:00p mthree days in week (Saturday, Monday and Wednesday) which is specially designed for the officials of financial sector, government institutions, public/students

OFFICE OF ADMISSIONS

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A CLOSER LOOK

This is an introductory qualification that offers a foundation for individuals new to or already working in retail, business and private banking environments. It has been designed in close consultation with the banking sector. It is also appropriate for those in specialized areas such as IT, HR and Marketing who wish to gain insight into the ‘bigger picture’ of the sector they work in. There is no entry requirements so is an excellent starting point for all those wishing to embed the fundamental principles of banking and provide context to the role performed. The module you will study considers topics of critical importance to the effective performance of a professional banker.

CGB will open a window of opportunities for candidates who wish to acquire quality education specifically required by the banking sector. Banks, on the other hand would be able to hire qualified and well-trained staff in their team. The purpose of certified General Bankers Program Provide the banking industry with well trained resources at entry level positions.

Duration: Three Months
FEE: 20,000/- AFN

TRAINING OUTLINE

- Introduction to Banking
- Customer Services
- Banking Software
- Account opening and operations
- Branch operations
- Banking communication
- Marketing in banking sector
- Branch operations management
- Financial & Non- Financial documents
- General banking conditions
- Fraud and forgeries
- Exchange rate systems & foreign exchange rates:
- Mechanics and Mathematics
- AML Compliance and Internal Audit functions in Banks
- Human Resource Management
- Auditing Techniques and Risk based audit
- Bank Risk Management
- Overview of Islamic Banking

TARGET AUDIENCE

- ✓ **Branch Manager**
- ✓ **Dy. Branch Managers**
- ✓ **Operations Manager**
- ✓ **Operations Officer**
- ✓ **CSO**
- ✓ **CSR**
- ✓ **Frontline Executives**
- ✓ **Head Teller**
- ✓ **Teller**
- ✓ **Payment & Settlement Executives**

THE AIBF

The Afghanistan Institute of Banking and Finance (AIBF) was formally established in November, 2010. The Institute is owned by Da Afghanistan Bank (DAB), the Afghanistan Banks Association (ABA) and the Microfinance Investment Support Facility for Afghanistan (MISFA). Under AIBF’s charter of 2009, it is dedicated to strengthening the financial sector in Afghanistan and establishing a Centre for excellence for banking and finance.

TRAINER PROFILE

Mr. Zabiullah Ziarmal has a professional background in Banking & Finance for over 8 years. He has got Bachelor from Kabul University, and pursuing MBA with Indira Gandhi University India. He is working with Afghanistan international bank from 2010 till date as Branch Manager, he is servicing as a master trainer in AIB too for customer service developments program, and he has 12-year teaching experience in deferent institutions and universities. He has full knowledge of retail banking, corporate banking and banking operations, especially for development of audit issue, increasing of customers, profitability of branches and takes care of AML and CFT. He received general banking training in 2010 at NIFBAF Pakistan and more other 10 development program by USAID Since 2002 up to 2016.

