

NEXT LEVEL EXCEL SKILLS FOR BANKING PROFESSIONALS

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COURSE OVERVIEW

Modern banking demands fast, accurate, and data-driven decision-making. This advanced Excel program is specifically designed for banking professionals who already possess basic to intermediate Excel skills and want to master advanced reporting, data analysis, intelligent automation, reconciliations, audit-ready reporting, and executive dashboards. Through practical banking case studies, participants will learn how to analyze large banking datasets, automate repetitive reporting processes, improve data quality, build management dashboards, and generate meaningful insights using advanced Excel features.

LEARNING OBJECTIVES

After completing this course, participants will be able to:

- Build professional banking dashboards with advanced Excel.
- Analyze large banking datasets efficiently.
- Automate recurring MIS and regulatory reports.
- Create advanced lookup and reconciliation systems.
- Improve reporting accuracy and reduce manual effort.
- Clean, validate, and organize banking data effectively.
- Design audit-ready reports using advanced Excel techniques.
- Develop dynamic reports for Branch Managers and Senior Management.
- Apply Excel best practices for banking operations, finance, audit, risk, and compliance.

WHO SHOULD ATTEND?

Anyone working with banking data and reports who wants to become an advanced Excel user.

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COURSE OUTLINE

- MODULE 1 — Advanced Excel Foundations for Banking
- MODULE 2 — Banking Data Cleaning & Preparation
- MODULE 3 — Advanced Conditional Formatting for Banking Reports
- MODULE 4 — Advanced Data Validation & Banking Input Controls
- MODULE 5 — Advanced Lookups & Banking Data Retrieval
- MODULE 6 — Advanced Banking Formulas
- MODULE 7 — Advanced Pivot Tables & Banking Analysis
- MODULE 8 — Banking Data Modeling
- MODULE 9 — Advanced Banking Charts & Visualization
- MODULE 10 — Executive Banking Dashboard Development

PRACTICAL BANKING CASE STUDIES

FACILITATOR

SUMAIRA GHOURI

Chief Learning Officer – Centre for Excellence in Learning
Pakistan's First Female Corporate Trainer in Microsoft Office
Certified Microsoft Office Specialist (MOS) Master Level
Certified IT Essential Course From CISCO.

Sumaira Ghouri is an experienced Corporate Trainer, Course Facilitator, Lecturer and Public Speaker. She has more than 15 years' experience working in the Human Resource and General Administration fields holding progressively more challenging positions from HR Generalist to Manager Training. She has worked in Pharmaceuticals, Printing & Packaging, Import & Export, Textile, Manufacturing and Training industries and brings with her a much-diversified background in the field of HRM and Administration. She has done MS Business Administration, MBA in HRM & MIS, Masters in Economics, M.Ed., B.Sc [Honors], PGD Labour, Laws & Labour Administration (1st Position Holder & Gold Medalist from NILAT), DIT.