

Executive Summary

Arab Bangladesh Bank Limited was incorporated in Dhaka on December 31, 1981 and commenced its banking business from April 20, 1982 under the companies Act of 1913 with a vision of to be the trendsetter for innovative banking with excellence and perfection & to be the best performing bank in the country and the region. Now the bank has 77 branch and around 1,996 employees. At present the Authorized Capital and the Equity (paid up Capital and Reserve) of the Bank are BDT. 800.00 million and BDT. 1105.32 million respectively. Arab Bangladesh Bank Ltd. Has expanded its network operation at a measured pace and gradually covered the major cities, rural township which are prospective business sector in Bangladesh. Customer's satisfaction is the top priority of the Bank. As a result, a bunch of young and energetic work force is engaged to serve the valued customers. Various departments of ABBL are providing the support continuously in order to run its operation properly like Business Banking, Consumer Banking, Merchant Banking, Treasury Department, Islamic Banking, Credit risk management department, International Division, Finance Department, Human Resources Department, Inspection Control & Complain Department etc.

Human Resource Department of ABBL is playing the most important role in terms of attaining the employees' satisfaction. The organization has its own recruitment policy & attractive compensation packages for the employees. Different types of employee like Trainee Officer, Management Trainees, and Lateral Entry are recruit base on the organizations rules and their qualifications. It has some general guidelines base on which employees recruits like Media used for Vacancy Announcement, Application in Response to Advertisement, References, Written Test for Candidate, Interview of candidates, Selection of candidates, Appointment, Types of Employment (Regular, Contractual, Casual), Medical Checkup, Joining report Employee orientation, Probation period, Confirmation, Resignation ,Termination, Dismissal, Discharge on Medical Ground Service Agreement. For all the employee they have their working hour till which they have to stay in the office. In order to improve the employees' efficiency, ABBL organizes different training programs both internally known as in house training, externally and foreign all through the year. On the basis of performance, the organization provides promotion & other attractive Compensation and Benefits packages for the employees. Each and every employee they have their attractive salary and salary structure permanent employee they get

Basic Employee Benefits that is Group insurance Provident fund, Bonuses, Accommodation, Mobile Telephone, Medical Benefits, Transportation Facilities for Staff, Pay for leave, Other service, Promotional Benefits, Increments Promotion, Bonuses (Festival Bonuses and Performance Bonus). At the same time base on their performance each and every employee are rating and base on this rate they are getting promotion.

At last it can be said that the Bank acquired confidence and trust of the public and business houses by rendering high quality services in different areas of banking operations, professional competence and employment of the state of art technology.