



“Financial position Analysis of Bank Asia Limited”

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Letter of Transmittal

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Prof. Dr. M Alimullah Miyan

Chair, College of Business Administration

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4, Embankment Drive Road, Uttara Model Town

Sector # 10, Dhaka-1230, Bangladesh

Subject: Submission of Internship Report.

Dear Sir,

Here is my internship report on **Financial position Analysis of Bank Asia Limited**” that you have assigned me to submit as a partial requirement for the course BBA Internship.

This course gave me an opportunity to have an exposure to the working experience of **Bank Asia Limited**. I have acquired a good understanding of operational performance activities of **Bank Asia Limited**.

I have tried my best level to put meticulous effort for the preparation of this report. Any shortcomings or fault may arise as my unintentional mistakes; I will wholeheartedly welcome any clarification and suggestion about any view and conception disseminated through this report.

May I, therefore, wish and hope that you would be gracious enough to accept my effort and oblige thereby.

Sincerely Yours,

.....

Sadia Sharmin

ID: 12302009

Program: BBA

Supervisor's Certificate

This is to certify that the Internship Report on “Financial position Analysis of Bank Asia Limited” is prepared by “Sadia Sharmin, ID- 12302009” as a mandatory requirement of Bachelor of Business Administration (BBA) program from IUBAT. This report is an original work completed under my supervision.

He is permitted to submit the Internship Report.

A K M Mohisin

Faculty

College of Business Administration (CBA)

IUBAT — International University of Business Agriculture and Technology

Uttara, Dhaka

DECLARATION

I am Sadia Sharmin student of BBA, International University of Business Agriculture & Technology. Hereby declare that the report titled “**Financial position analysis of Bank Asia Limited**” is an original work done by me under the supervision A K M Mohisin of Faculty, College of Business Administration, International University of Business Agriculture & Technology. I further undertake to indemnify the Bank Asia Limited against any loss and damage arising from breach of the foregoing obligation.

Sadia Sharmin
ID:12302009
Program: BBA
Major in Finance & Banking

Acknowledgement

At the very beginning I would like to express my deepest gratitude to almighty Allah for giving me the strength and the composure to finish the task within the scheduled time. At the beginning of this report, I deem it is to record my appreciation & gratitude to few persons who made my journey smooth and helped me to prepare this report in many ways. I am deeply in debt to my coordinator **AkM Mohsin** for his whole hearted supervision to me during the preparation of the report. His suggestions and comments to make the report a good one was really a great source of spirit for me.

My Sincere thanks go to, **Md Ismail Hossin** First Vice President & Manager, Bank Asia Limited, Tongi Branch, Gazipur. He gives me this opportunity to complete my internship in this Bank.

It was my great privilege to work with **Md Shake Al Gazi** (Assistant Manager), **Mst.Razia Sltana** (Senior Officer, Clearing Dept.), **Mr. Maksudul Bari**.(Officer, General Banking Dept. In Charge) **Mr. Abrar Ahamed**.(Jr. Officer, Customer Service Dept.), **Mr. Asaduzzaman** (Aro Teller Dept.), **Mst Jannat Sultana**(Senior Officer, Credit Dept.) of Tongi Branch, Bank Asia Limited whose valuable support helped me to prepare this report in a constructive way.

I am also grateful to all of the officers and employees of **Bank Asia Limited** who extended their wholehearted cooperation to me despite their huge workload during this internship. At last I must mention the Wonderful working environment of this bank that enabled me to gather practical knowledge about the Banking.

However, to my best, I tried very hard and worked very sincerely on this report to make an informative one.

At last my sincere apology goes to the readers for my conceptual and printing mistakes, if there is any.

Table of Content

Prefatory Part

<i>Particular</i>	<i>Page No.</i>
Title Fly	
Title Page	I
Letter of Transmittal	II
Supervisor's Certificate	III
Declaration	IV
Acknowledgement	V
Table of Content & Table of Figure	VI
Executive Summary	XI

Chapter 1: Introduction Part

<i>Particular</i>	<i>Page No.</i>
1.0 Introduction	2
1.1 Background of the study	2
1.2 Objective of the report	3
1.2 Scope of the study	4
1.3 Origin of the Report	4
1.4 Methodology of the study	4
1.5 Limitation of the study	5

Chapter 2: Organizational Part

<i>Particular</i>	<i>Page No.</i>
2.0 About Bank Asia Limited	7
2.1 History of Bank Asia Limited	8
2.2 Mission	9
2.3 Vision	9
2.4 Core Values	9
2.5 Business Ethics	10-11
2.6 Codes of Conduct	11-12
2.7 Goals of Bank Asia Limited	12-13
2.8 Profile of the Bank	13-14
2.9 Strategic Focus	14-16
2.10. Functions of Bank Asia Limited:	16-17
2.11. Bank Asia Limited Corporate Milestones	17
2.12. Achievements	19-20
2.13. External and internal environment analysis	21-40
2.13.1. Internal Environment	21-32
2.13.1.2 Management Hierarchy	24
2.13.1.3 Form of Organization:	25-29
2.13.1.3.1. Board of directors:	25-27
2.13.1.3.2. Executive Committee:	27

2.13.1.3.3. Audit Committee	28
2.13.1.3.4 Bank Asia Shariah Supervisory Committee	28
2.13.1.3.5. Risk Management Committee	29
2.13.1.3.6. Management Committee	29
2.13.1.4 Function of Board Of director	30
2.13.1.5 Corporate Structure	31
2.13.1.6 Employee	31-33
2.13.1.6.1.Salary Policy	31
2.13.1.6.2.Human Worth	32
2.13.1.6.3. Human Capital	32
2.13.1.7. Health, Safety and Working Environment	32
2.13.2.Task Enviroment	33-34
2.13.2.1.Competitor analysis	33
2.13.2.2.Customer satisfaction:	34
2.13.3. External Environment	34-40
2.13.3. 1.Corporate Social Responsibility of Bank Asia Limited:	34-38
2.13.3. 1. Technology (IT)	38
2.13.3. 2. Economic	39
2.13.3. 3. Political activity	40
2.14.SWOT Analisis	40-43
1.14.1.Strength	40-41
1.14.2. Weaknesses	41-42
1.14.3. Opportunities	42
1.14.4. Threats	43
1.14.5. EFAS	44
1.14.6. IFAS	44
1.14.7.SFAS	45
1.14.8.TOWS Matrix	46
2.15 Poter Five forces	47
2.15 .1.Rivalry among Competing Firms	47
2.15 .2. Bargaining power of consumer	48
2.15 .3. Bargaining power of suppliers	48
2.15 .4.Potential Entry fo new company	49
2.15.5 Potential development of substitute product	49

Part 3: Topic Part Financial Position Analysis Of Bank Asia Limited

<i>Particular</i>	<i>Page No.</i>
3.1.HR Principles	52
3.2.Career At The Bank Asia Limited	53-54
3.3Marketing Mix	55-65
3.3.1 Departments	55-58
3.3.1.1General Banking Department	55
3.3.1.2 Cash Department	55
3.3.1.3 Credit Department	56
3.3.1.1.4.Term Loan	57

3.3.1.5.Accounts Department	58
3.3.2.Products and Services of Bank Asia Limited	59-60
3.3.2.1Electronic Products Of Bank Asia Limited	61-63
3.3.3 Price	64
3.3.4 places	65
3.4.Financial Performance Analysis	66
3.4.1Ratio Formulas	66
3.4.2.Financial Performance Analysis Prime bank Limited (Table)	67
3.4.3Financial Performance Analysis Of Dutch Bangla bank Limited(Table)	69
3.4.4.Financial Performance Analysis Of Dhaka Bank Limited(Table)	70
3.4.5.Financial Performance Analysis Of Premier Bank Limited(Table)	72
3.4.6.Financial Performance Analysis Of Bank Asia Limited	74
3.4.7. Average Financial Performance Of All Banks(Table)	75
3.4.8.Ratio Calculation Of Bank Asia	77-81
3.4.9.Graphical representation of financial Performance	81-104

Part 4: Actual Task Part

<i>Particular</i>	<i>Page No.</i>
4.3 Clearing	106
4.2.Some Photo Of my actual Tasks Part:	106-109
4.3.Customer service Department	110-112

Part 5 Research part

<i>Particular</i>	<i>Page No.</i>
5.1.Research Problem Statement:	115
5.2.Project Timeline	115
5.3 Cost & Budgeting	116
5.4.Research Instrument:	116
5.5.1.Contact Method	116
5.5.2.Sample frame	116
5.5.3.Target population	116
5.5.4.Sample size:	116
5.5.5.Sampling Procedure:	117
5.6.Data Analysis	117
6.4.5 Analysis of data	117

5.7.Hypothesis development:	118
5.8.Hypotheses Testing	119-124

Chapter 7 Concluding Part

<i>Particular</i>	<i>Page No.</i>
6.1 Findings	126
6.2 Recommendations	126
6.3 Conclusion	128
Bibliography	129
Questionnaires	130
Appendix : Images Financial statement	131

List of Illustrations

List of Tables

<i>Particular</i>	<i>Page No.</i>
Table 1: Profile of the bank Part 1	13-14
Table 2 Profile of the bank Part 2	16
Table 3 Corporate Milestones	17-19
Table 4: Broad of directors	25
Table 5: Shariah Supervisory Committee	28
Table 6: EFAS	44
Table 7: IFAS	44
Table 8: SFAS	45
Table 9: TOWS Matrix	46
Table 10: Products & Services of Bank Asia Limited	60
Table 11: The rate and amount of deposit scheme	65
Table 12: The Financial Performance Analysis Prime bank Limited	67
Table 13: The Financial Performance Analysis Dutch Bangla Bank Limited	69
Table14: represent Financial Performance Analysis Of Dhaka Bank Limited	70
Table15: represent Financial Performance Analysis Of Premier Bank Limited	72
Table16: represent Financial Performance Analysis Of Bank Asia Limited	74
Table17: Average Financial Performance Of All Banks	75
Table 18: Project Timeline	115
Table 19 :Cost & Budgeting:	115
Table 20: Represent Hypothesis development	118