

Modhumoti Bank PLC

Loan Recovery Officer (Officer – FAVP)

Application Deadline : **09 Mar 2026**

Summary

Vacancy: --

Location: **Anywhere in Bangladesh**

Salary: **Negotiable**

Experience: **At least 3 years**

Published: **18 Feb 2026**

Requirements

Education

- Bachelor/Honors

Experience

- At least 3 years
- The applicants should have experience in the following business area(s): Banks

Additional Requirements

- Enrolment with Bangladesh Bar Council will be given preference.
- Must have good expertise on Microsoft Office as well as experience of handling core banking system.
- Unquestioned commitment to integrity and ethical decision-making.
- Clear Knowledge of Banking regulations, practices and guidelines.
- Excellent Leadership abilities; Quantitative, qualitative and analytical insight; strong written and verbal communication skills, strong negotiation skills and result oriented.
- Must have extensive knowledge of the Negotiable Instruments Act- 1881 and ARA-2003, aligned with organizational goals

Responsibilities & Context

- Identify & Monitor overdue and classified loan accounts at branch level.
- Maintain regular follow-up with borrowers, guarantors, and concerned parties through visits, meetings, correspondence, and negotiation to expedite the recovery.
- Prepare, update, and maintain branch-level MIS on overdue loans, classified accounts, recovery status, legal cases, and recovery performance.
- Prepare the rescheduling proposal and forward it to the Head Office for review and approval
- Submit monthly, quarterly, half-yearly, yearly, or ad-hoc reports to Head Office as required.
- Provide Proposals with the consent from Branch Manager and send to concerned Division to take approval from Management for initiation of legal action against the NPL / delinquent borrowers, as required.
- Coordinate with approved Panel Lawyers for issuance of Legal Notices, filing of Suit(s)/Case(s)/Writ(s), execution proceedings, auction process, and other legal recovery measures.
- Process proposals for approval of legal fees and other recovery-related expenses through proper channel, where applicable.
- Ensure proper documentation, record keeping, and safe custody of legal files, court documents, decrees, and security documents at branch level.
- Maintain close liaison with the concerned Division at Head Office.
- Maintain professional liaison with legal counsels, law enforcing agencies, and other stakeholders to facilitate recovery.
- Any other work / responsibility as and when assigned by the Management of the Bank.

Compensation & Other Benefits

As Per Bank's Policy

Workplace

Work at office

Employment Status

Full Time

Job Location

Anywhere in Bangladesh

Apply Procedure

Hard Copy

<http://areer.modhumotibank.net/JobCircular/JobDetails?jobId=9HORmryBqpdA6zUM2VDICQ==>

Company Information

Modhumoti Bank PLC

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Address:

Modhumoti Bank, Head Office, Khandaker Tower (7-8 Floor), 94 Gulshan Avenue, Gulshan-1, Dhaka-1212

Business:

Our vision is to lead the new generation of local commercial banks by excelling in customer delivery through insight empowered employees, smart use of technology and a full range of highest quality products and services.

Modhumoti Bank PLC

Teller / Head Teller: AO (Cash)- SO (Cash)

Application Deadline : **09 Mar 2026**

Summary

Vacancy: --

Location: Anywhere in Bangladesh

Salary: Negotiable

Experience: At least 2 years

Published: 18 Feb 2026

Requirements

Education

- Bachelor/Honors

Experience

- At least 2 years
- The applicants should have experience in the following business area(s): Banks

Additional Requirements

- Minimum 02 years' experience in Bank.
- Fresh candidates need not to apply.
- Candidates having break of services need not to apply.
- Sound knowledge on MS Package- Word, Excel, Power Point etc.
- Must have customer focused attitude.
- Should be dedicated and career focused.
- Should have positive attitude and desire to learn.
- Fresh Candidates need not to apply.

Responsibilities & Context

- Daily cash handling and cash management at the cash counter of the bank.
- Receiving and honoring cheques after verification.
- Reporting any suspicious activity/ transaction to head teller/ supervisor.
- Providing other cash related services.
- Recording all transaction promptly and accurately complying with Bank's Policy & Procedure.
- Any other work/ responsibility as and when assigned by the supervisor/ management of the bank.

Compensation & Other Benefits

As Per Bank's Policy

Workplace

Work at office

Employment Status

Full Time

Job Location

Anywhere in Bangladesh

Apply Procedure

Hard Copy

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Modhumoti Bank PLC

Credit Officer (EO – FAVP)

Application Deadline : 09 Mar 2026

Summary

Vacancy: --

Experience: At least 4 years

Location: Anywhere in Bangladesh

Published: 18 Feb 2026

Salary: Negotiable

Requirements

Education

- Bachelor/Honors

Experience

- At least 4 years
- The applicants should have experience in the following business area(s): Banks

Additional Requirements

- Candidates bearing credit related professional qualification will be preferable.
- Fresh Candidates do not need to apply.
- Candidates having break of service do not need to apply.
- Must have good expertise on Microsoft Officer as well as experience of handling core banking system and related business intelligence.
- Unquestioned commitment to integrity and ethical decision-making.
- Must have customer focused attitude.

Responsibilities & Context

- Acquire new business for the Bank complying with credit policy & regulatory guidelines and thorough superior level of client services to achieve financial and non-financial objectives of the branch.
- Promoting and selling of financial products to the potential clients, regularly visit clients for new business or to maintain existing relationship.
- Appraise loan applications and documentation according to the credit policy of the Bank; evaluate credit worthiness and repayment capacity.
- Acquire CIB information and other reports- third party valuation report of the property, Contact Point Verification, Monthly Stock Report from the client etc.
- Preparation of credit proposals and send the same to the concerned authority for approval.
- Monitoring and follow-up of Credit Portfolio, reporting the same to the Manager and taking necessary measures as per their guidance.
- Review classified loan(s) periodically; formulate and implement action plan / recovery strategy, perform recovery activities of stuck up NPLs according to the guideline of competent authority of the Bank.
- Handle and resolve customer complains; explain the best possible solution to clients; expediting adjustment if required.
- Preparation and timely submission of all kinds of credit related statement to the concerned authorities.
- Any other work / responsibility as and when assigned by the supervisor or Management of the Bank.

Compensation & Other Benefits

As Per Bank's Policy

Workplace

Work at office

Employment Status

Full Time

Job Location

Anywhere in Bangladesh

Apply Procedure

Hard Copy

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Branch Manager (PO – SVP)

Application Deadline : **09 Mar 2026**

Summary

Vacancy: --

Experience: At least 6 years

Location: Anywhere in Bangladesh

Published: 18 Feb 2026

Salary: Tk. 92000 (Monthly)

Requirements

Education

- Bachelor/Honors

Experience

- At least 6 years
- The applicants should have experience in the following business area(s): Banks

Additional Requirements

- 06 to 18 years of experience in any reputed Bank with 01 year of experience in Branch Management (Branch Manager) / Branch Operations / Branch Credit Operation.-
- Must have customer focused attitude.
- Must have ability to book new customers and maintain the existing ones.
- Should have good Leadership and Team building skills.
- Sound knowledge on MS Package - Word, Excel, Power Point etc.
- Must have strong analytical, presentation and communication skills.
- Must be willing to work anywhere in Bangladesh, preferably outside Dhaka.
- Candidates having professional degree will be given preference.
- Candidates having break of services need not to apply.
- Fresh Candidates need not to apply

Responsibilities & Context

- The Branch Manager is responsible for overseeing all aspects of the AD branch's operations/ Non- AD branch's operations. This includes managing and leading a team of employees, setting performance goals, providing guidance and support, and ensuring efficient and effective branch operations.
- Achieve business budget - assets, liabilities and other targets of the branch as set by Head Office.
- Oversee all operations and service aspects of the branch, i.e. product promotion, client service, branch administration, human resources management etc.
- Maintain branch service standard and strive to improve it.
- Ensure all reporting are done complying with all regulatory compliance and timely manner.
- Proper distribution of work among branch employees through well-defined tasks and responsibilities and ensure that right people are placed in the right positions.
- Any other work / responsibility as and when assigned by the supervisor or Management of the Bank

Compensation & Other Benefits

As Per Bank's Policy

Workplace

Work at office

Employment Status

Full Time

Job Location

Anywhere in Bangladesh

Apply Procedure

Hard Copy

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