



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹیڈ

Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

July 31, 2022

“বীমায় সুরক্ষিত থাকলে
এগিয়ে যাব সবাই মিলে”

Office Order No.:133-2022

For the greater interest of the Company, the following employees are hereby transferred as under:

SI	Name, Desig. & ID No	Present Dept./Office	Transferred to
01	Mr. Md. Naheed Ali Imam (0685), Assistant Manager	IT Dept., Head Office, Dhaka	Claims Dept., Head Office, Dhaka
02	Mr. Md. Abdullah Al Mamun (0757), Assistant Manager	Human Resource & Admin Dept., Head Office, Dhaka	IT Dept., Head Office, Dhaka
03	Mr. Mohammad Mohiuddin (0977), Senior Executive Officer	Claims Dept., Head Office, Dhaka	Human Resource & Admin Dept., Head Office, Dhaka

Mr. Md. Naheed Ali Imam shall handover the overall charges to Mr. Amir Faisal Mohammad Zakaria, Executive Vice President & Incharge, IT Dept., Head Office, Dhaka.

Mr. Md. Abdullah Al Mamun shall handover his overall charges along with Papers/Documents (if any) to Ms. Flora Nasrin (0919), Manager, Human Resource & Admin Dept., Head Office, Dhaka.

Mr. Mohammad Mohiuddin shall handover his overall charges along with Papers/Documents and his Computer (if any) to Mr. Mohammad Alamgir Hossain Khan, Senior Vice President & Incharge, Policy Servicing & Claims Dept., Head Office, Dhaka.

Mr. Md. Naheed Ali Imam is advised to report his joining to the Senior Vice President & Incharge, Policy Servicing & Claims Dept., along with Stationary Items allotted to him and release letter from his existing Office/Dept. by 03-08-2022 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mr. Md. Abdullah Al Mamun is advised to report his joining to the Executive Vice President & Incharge, IT Dept., Head Office, Dhaka along with Stationary Items allotted to him and release letter from his existing Office/Dept. by 03-08-2022 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mr. Mohammad Mohiuddin is advised to report his joining to the Assistant Managing Director & Head of HR & Admin Dept., Head Office, Dhaka along with Stationary Items allotted to him and release letter from his existing Office/Dept. by 03-08-2022 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mahmudur Rahman Talukder

Senior Vice President (HR & Admin)

• Copy forwarded to: Above 03 (Three) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয় : গাউছে পাক ভবন (১৪ তলা), ২৮/জি/১ টয়েনবী সার্কুলার রোড, মতিঝিল বা/এ, ঢাকা-১০০০, ফোন : ৪১০৭০১৮০-৮৩
ফ্যাক্স : ৮৮-০২-৪১০৭০১৭৯, ই-মেইল : pilil@primeislamilife.com, pililbd@gmail.com, web : www.primeislamilife.com



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

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03	Mr. Mohammad Mohiuddin (0977), Senior Executive Officer	Claims Dept., Head Office, Dhaka	Human Resource & Admin Dept., Head Office, Dhaka

Mr. Md. Naheed Ali Imam shall handover the overall charges to Mr. Amir Faisal Mohammad Zakaria, Executive Vice President & Incharge, IT Dept., Head Office, Dhaka.

Mr. Md. Abdullah Al Mamun shall handover his overall charges along with Papers/Documents (if any) to Ms. Flora Nasrin (0919), Manager, Human Resource & Admin Dept., Head Office, Dhaka.

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Mahmudur Rahman Talukder

Senior Vice President (HR & Admin)

• Copy forwarded to: Above 03 (Three) employees.

C.C. to: for kind information:

1. The Chief Executive officer.
2. The Deputy Managing Director (Operation).
3. The DMD (Dev.) & Incharge, Dev. Admin Dept.
4. The AMD & Head of HR & ADMIN Dept.
5. The EVP & Incharge, IT Dept.
6. The SVP & Incharge, Policy Servicing & Claims Dept.
7. Ms. Flora Nasrin (0919) Manager, HR & Admin Dept.
8. Master file
9. Office Order file
10. Personal file

আর্থিক নিরাপত্তার সেতুবন্ধন

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ফ্যাক্স : ৮৮-০২-৪১০৭০১৭৯, ই-মেইল : pilil@primeislamilife.com, pililbd@gmail.com, web : www.primeislamilife.com