



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹیڈ

Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

April 03, 2023

“আমার জীবন আমার সম্পদ
বীমা করলে থাকবে নিরাপদ”

Office Order No.:50-2023

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

Sl.	Name, Desig. & ID No.	Present Dept./Office	Transferred to
01	Mr. Muhammed Saifur Rahman Majumder (0181), Assistant Manager	Dev. Admin Dept., Dhaka Corp. Zone-01	IT Section, City Service Centre, Dhaka
02	Ms. Mitu Ghosh (1387), Senior Executive Officer	Actuarial Dept., Head Office, Dhaka	Front Desk Section, HR & Admin Dept., Head Office, Dhaka
03	Mr. Bisawjit Samadder (2888), Senior Officer	Office of Mr. Mohammad Abdul Motin, Deputy Managing Director (Dev.), Head Office, Dhaka.	Dev. Admin Dept., Head Office, Dhaka
04	Mr. Md. Habibur Rahman (3030), Messenger	Dhaka Corp. Zone-01	Accounts Dept., Head Office, Dhaka

Mr. Muhammed Saifur Rahman Majumder is advised to report his joining to the VP & Incharge, City Service Centre, Dhaka immediately along with Stationary, Computer (if any), Papers/Documents etc., allotted to him with a copy to the Administration Dept., Head Office, Dhaka.

Mr. Bisawjit Samadder is advised to report his joining to the Deputy Managing Director (Dev.) & Incharge, Dev. Admin Dept., Head Office Dhaka immediately along with Stationary, Computer (if any), Papers/Documents etc., allotted to him with a copy to the Administration Dept., Head Office, Dhaka.

Ms. Mitu Ghosh is advised to report her joining to the Assistant Managing Director & Head of HR & Admin along with Stationary Items allotted to him and release letter from her existing Department immediately with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mr. Md. Habibur Rahman is advised to report his joining to the SEVP & CFO, Head Office, Dhaka immediately with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mahmudur Rahman Talukder

Senior Vice President (HR & Admin)

• Copy forwarded to: Above 04 (Four) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder

Senior Vice President (HR & Admin)

• Copy forwarded to: Above 04 (Four) 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.
5. The SEVP & Chief Financial Officer.
6. The EVP & Incharge, IT Dept.
7. The EVP & Incharge, Actuarial & Group Insurance Dept.
8. The VP & Incharge, City Service Centre, Dhaka
9. Master file
10. Office Order file.
11. Personal file.

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