Prime Islami Life Insurance Limited

ISO 9001:2015 CERTIFIED

December 04, 2023

Office Order No.:240-2023

"আমার জীবন আমার সম্পদ বীমা করলে থাকবে নিরাপদ"

Ms. Mubasshira Khanam (3107), Junior Officer, Claims Dept., Cox's Bazar Full Fledged SC is hereby advised to work at Call Centre, sitting at same premises in addition to his existing duties until further order.

Mr. Osmanul Haque (0723), SEO, Accounts Dept., Pekua Full Fledged SC, Cox's Bazar Zone-03 is hereby authorized to approve SB and Maturity claims file sitting at same premises in addition to his existing duties until Mr. Mohammad Abu Baker resume his duties.

Mahmudur Rahman Talukder

Executive Vice President
HR & ADMIN Department

Copy forwarded to:

Mr. Osmanul Haque (0723), SEO.

Ms. Mubasshira Khanam (3107), Junior Officer.

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Executive Vice President HR & ADMIN Department

Copy forwarded to:

- Mr. Osmanul Haque (0723), SEO.
- Ms. Mubasshira Khanam (3107), Junior Officer.

C.C. to: for kind information:

- 1. The Chief Executive officer.
- The Deputy Managing Director (Operation).
- The DMD (Dev.) & Incharge, Dev Admin Dept.
- 4. The DMD (Dev.)
- 5. The SVP & Incharge. Claims Dept.
- 6. The Operation Incharge, Cox's Bazar Zone.
- 7. Master file
- 8. Office Order file
- 9 Personal file

- The AMD (Dev.) & Incharge, Cumilla Corp. Zone.
- The EVP (PRT) & Incharge, Cox's Bazar Zone-02.
- The EVP (PRT) & Incharge, Cox's Bazar Zone-03.