



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائے اسلامي لائف انشورنس لمیٹید
Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

March 31, 2024

“করবো বীমা, গড়বো দেশ
স্মার্ট হবে বাংলাদেশ”

Office Order No.:66-2024

For the greater interest of the Company, the following employees are hereby assigned to carry out the responsibilities of Narayangonj Link Road Full Fledged SC, Dhaka Zone-16

Sl.	Name, Desig.	Present Office	Responsibility of the Dept.,	Additional responsibility
01	Mr. Jakaria Khan (0548), Manager	Policy Servicing Dept., Narayangonj Link Road Full Fledged SC, Dhaka Zone-16	He will work SB (Akok and DPS) and OR related work.	He will perform all works assigned as Operation Incharge and also assigned to work Dev. Admin related work.
02	Mr. Md. Rezwanaul Haque (0965), Assistant Manager	Underwriting Dept., Narayangonj Link Road Full Fledged SC, Dhaka Zone-16	Giving Underwriting Decision and print Draft sheet.	Dalil related works
03	Mr. Md. Meraj Hossain (0668), executive Officer	Accounts Dept., Narayangonj Link Road Full Fledged SC, Dhaka Zone-16	Accounts related works.	Cash Section, Audit only Maturity claims file.
04	Ms. Rahima Khanam (1393), Senior Officer	Claims Dept., Narayangonj Link Road Full Fledged SC, Dhaka Zone-16	Maturity related work (Akok & DPS)	_____

This order shall come into force with immediate effect and remain valid until further order.


Mahmudur Rahman Talukder

Executive Vice President
HR & ADMIN Department

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

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder

Executive Vice President

HR & ADMIN Department

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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 DMD (Dev.)
5. The SEVP & CFO.
6. The SVP & Incharge, Claims Dept.
7. The SVP & Incharge, U/W & Re insurance Dept.
8. The VP & Incharge, Policy Servicing Dept.
9. Master file.
10. Personal file.

1. The EVP (PRT) & Incharge, Dhaka Zone-16

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয়ঃ গাউছে পাক ভবন (১৪ তলা), ২৮/জি/১ টয়েনবী সার্কুলার রোড, মতিঝিল বা/এ, ঢাকা-১০০০, ফোনঃ ৪১০৭০১৮০-৮৩

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