



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹید

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

April 23, 2024

“করবো বীমা, গড়বো দেশ
স্মার্ট হবে বাংলাদেশ”

Office Order No.:78-2024

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
04	Ms. Sabina Easmin (2851), Executive Officer	Finance & Accounts Dept., Head Office, Dhaka	Internal Audit Dept., Head Office, Dhaka.
06	Mr. Mahbub Alam (1483), Officer	Cash Section, Nababgonj Org. Office, Dhaka Zone-16	Cash Section, T&T Bazar Org. Office, Gazipur Zone.

Ms. Sabina Easmin shall handover his overall charges along with Papers/Documents and her Computer (if any) to the SEVP & CFO Head Office, Dhaka.

Mr. Mahbub Alam shall handover the overall charges to K. M. Monower Hossain (1276), Assistant Vice President, Accounts Dept., City Service Centre, Dhaka.

Ms. Sabina Easmin is advised to report her joining to the Senior Vice President and Incharge, Internal Audit Dept., Head Office, Dhaka along with Stationary Items allotted to him and release letter from her existing Dept., by 28-04-2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mr. Mahbub Alam is advised to report his joining to the Incharge, T&T Bazar Org. Office, Gazipur Zone along with Stationary Items allotted to him and release letter from his existing office with a copy to the HR & Administration Dept., Head Office, Dhaka after joining a new cashier at Nababgonj Org. Office, Dhaka Zone-16.

Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

- Copy forwarded to: Above 02 (Two) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

- Copy forwarded to: Above 02 (Two) 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 DMD (Dev.)
 5. The SEVP & Chief Financial Officer.
 6. The SVP & Incharge, Internal Audit Dept.
 7. The DVP & Operation Incharge, City Service Centre.
 8. K. M. Monower Hossain (1276), AVP, Accounts Dept., City SC, Dhaka.
 9. Office Order file.
 10. Personal file.
1. The EVP (PRT) & Incharge, Dhaka Zone-16
 2. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন