



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹید

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

June 04, 2024

Office Order No.:97-2024

“করবো বীমা, গড়বো দেশ
স্মার্ট হবে বাংলাদেশ”

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

| SI | Name, Desig. & ID No | Present Dept./Office | Proposed for Transfer | |
|----|--|---|--|--|
| 01 | Kazi Mozaffor Hossain (0990), Vice President | Finance & Accounts Dept., Head Office, Dhaka | Finance & Accounts Dept., City Service Centre, Dhaka | As Incharge Finance & Accounts. |
| 02 | Mr. Mohammed Fazlul Kabir (0194), Vice President | Policy Servicing Dept., (Incharge) Head Office, Dhaka | Policy Servicing Dept., City Service Centre, Dhaka | As Operation Incharge, City Service Centre |

Kazi Mozaffor Hossain shall handover his overall charges along with Papers/Documents and Computer (if any) to The SEVP & CFO Head Office, Dhaka.

Mr. Mohammed Fazlul Kabir shall handover his overall charges along with Papers/Documents and Computer (if any) to The SVP & Incharge, Claims Dept., Head Office, Dhaka.

Kazi Mozaffor Hossain is advised to report his joining to the Operation Incharge, City Service Centre, Dhaka along with Stationary Items allotted to him and release letter from his existing Office by 09-06-2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mr. Mohammed Fazlul Kabir is advised to report his joining to the Chief Executive Officer along with Stationary Items allotted to him and release letter from his existing Office by 09-06-2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.


Md. Shamsul Alam
Chief Executive Officer

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

আর্থিক নিরাপত্তার সেতুবন্ধন



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Md. Shamsul Alam

Chief Executive Officer

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

C.C. to: for kind information:

1. The Deputy Managing Director (Operation).
2. The DMD (Dev.) & Incharge, Dev. Admin Dept.
3. The DMD (Dev.)
4. The SEVP & Chief Financial Officer.
5. The EVP, HR & Admin Dept.
6. The SVP & Incharge, Claims Dept.
7. Office Order file.
8. Personal file.

আর্থিক নিরাপত্তার সেতুবন্ধন