



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائٹم اسلامي لائف انشورنس لميٽيٽ
Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

February 01, 2021

Office Order No.:14-2021

For the greater interest of the Company, the following newly joined Executive Officer/ Officer are given posting as under:

Sl.	Name, Desig. & ID No.	Present Dept./Office	Posted/Transferred to
01	Ms. Nasima Khatun Ragi (2867), Eecutive Officer	Newly joined at the Head Office, Dhaka	Claims Dept., Head Office, Dhaka
02	Mr. Md. Shahajada (2866), Officer	Newly joined at the Head Office, Dhaka	Claims Dept., (Docket Keeper), Head Office, Dhaka
03	Ms. Sultana Razia (2855), Office Assistant	Policy Servicing Dept., (Docket Keeper) Head Office, Dhaka	Cash Section, Koikhali Bazar Org.Office(Kathalia), Barishal Zone-01.

Ms. Nasima Khatun Ragi and Mr. Md. Shahajada are advised to report their joining to the JSVP & Incharge, Policy Servicing & Claims Dept., Head Office, Dhaka immediately with a copy to the HR & Administration Dept., Head Office, Dhaka.

Ms. Sultana Razia is advised to report her joining to the EVP (PRT) & Incharge, Barishal Corp. Zone by 07-02-2021 for training with a copy to the HR & Administration Dept., Head Office, Dhaka.

After completion of necessary training she will report her joining to the Incharge, Koikhali Bazar Org. Office(Kathalia), Barishal Zone-01 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mahmudur Rahman Talukder
Senior Vice President (HR & Admin)

• Copy forwarded to: Above 03 (Three) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder

Senior Vice President (HR & Admin)

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C.C. to:

1. The Chief Executive officer for kind information.
2. The DMD & CS.
3. The DMD (Dev.) & Incharge, Dev. Admin Dept.
4. The Assistant Managing Director & Incharge, HR & Administration Dept.
5. The JSVP & Incharge, Policy Servicing & claims.
6. Master file
7. Office Order file
8. Personal file
1. The EVP (PRT) & Incharge, Barishal Corp. Zone.
2. The J EVP (PRT) & Incharge, Barishal Zone-01.
3. The Incharge, Koikhali Bazar Org. Office.

আর্থিক নিরাপত্তার সেতুবন্ধন