



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائے اسلامی لائف انشورنس لمیٹیڈ
Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

May 27, 2021

Office Order No.:89-2021

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

Sl.	Name, Desig. & ID No	Present Dept./Office	Transferred to
01	Mr. Mohammed Lutful Quadir (1543), Senior Officer	Claims Dept., Head Office, Dhaka	Accounts Dept., Dhaka Zone-07
02	Ms. Nasrin Nahar Popy (1753), Assistant Officer	Accounts Dept., Dhaka Zone-07	Call Centre, HR & Administration Dept., Head Office, Dhaka

Mr. Mohammed Lutful Quadir shall handover the overall charges to JSVP & Incharge, Policy Servicing & Claims Dept., Head Office, Dhaka.

Mr. Mohammed Lutful Quadir is advised to report his joining to the SEVP (PRT) & Incharge, Dhaka Zone-07, along with Stationary Items allotted to him and release letter from his existing office by 01-06-2021 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Ms. Nasrin Nahar Popy shall handover the overall charges to Mr. Mohammad Mozammel Hoque (0611), EO, Accounts Dept., Dhaka Zone-07.

Ms. Nasrin Nahar Popy is advised to report his joining to the AMD & Incharge, HR & Administration Dept., along with Stationary Items allotted to him and release letter from her existing office by 01-06-2021.

Mahmudur Rahman Talukder

Senior Vice President

HR & ADMIN Department

Copy forwarded to:

- Mr. Mohammed Lutful Quadir (1543), Senior Officer
- Ms. Nasrin Nahar Popy (1753), Assistant Officer

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder

Senior Vice President

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- Ms. Nasrin Nahar Popy (1753), Assistant Officer

C.C. to: for kind information:

1. The Chief Executive officer.
 2. The DMD & CS.
 3. The DMD (Dev.) & Incharge, Dev. Admin Dept.
 4. The SVP & Incharge, Finance & Accounts Dept.
 5. The JSVP & Incharge, Policy Servicing & Claims Dept.
 6. Mr. Mohammad Mozammal Hoque (0611), EO, Accounts Dept., Dhaka Zone-07.
 7. Master File.
 8. Office Order File.
 9. Personal File.l file.
1. The SEVP (PRT) & Incharge, Dhaka Zone-07.

আর্থিক নিরাপত্তার সেতুবন্ধন