



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائٹم اسلامي لائيف انشورنس لميٲٲٲٲ
Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

June 02, 2021

Office Order No.:96-2021

For the greater interest of the Company, Mr. Md. Sahidur Rahman Khan (2109), Junior Officer, Cash Section, Shiddirgonj Org. Office, Dhaka Zone-06 is hereby transferred to Cash Section, Bashon Org. Office, Gazipur Zone.

Mr. Md. Sahidur Rahman Khan shall handover the overall charges to Mr. Md. Feruz Alam (0535), Executive Officer, Dhaka Corp. Zone-03.

Mr. Md. Sahidur Rahman Khan is advised to report his joining to the Incharge, Bashon Org. Office, Gazipur Zone along with Stationary Items allotted to him and release letter from his existing office by 07-06-2021 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Ms. Ruma Akter (2534), Assistant Officer, IT Dept., Shiddirgonj Org. Office, Dhaka Zone-06 is hereby assigned to work at Cash Section, at same premises in addition to her existing duties.

Additional responsibilities of Ms. Ruma Akter shall come into force with immediate effect and remain valid until a cashier join there.

Mahmudur Rahman Talukder

Senior Vice President

HR & ADMIN Department

- A*
- Mr. Md. Sahidur Rahman Khan (2109), Junior Officer
 - Ms. Ruma Akter (2534), Assistant Officer

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder

Senior Vice President

HR & ADMIN Department

- Mr. Md. Sahidur Rahman Khan (2109), Junior Officer
- Ms. Ruma Akter (2534), Assistant Officer

C.C. to:

1. The Chief Executive Officer for kind information.
 2. The DMD & Company Secretary.
 3. The DMD (Dev.) & Incharge, Dev. Admin Dept
 4. The AMD & Incharge, HR & ADMIN Dept.
 5. The SVP & Incharge, Finance & Accounts Dept., Head Office, Dhaka
 6. Kazi Masud Ahmed (2585), Senior Vice President, Fin & Accounts Dept.
 7. Mr. Md. Feruz Alam (0535), Executive Officer, Dhaka Corp. Zone-03.
 8. Master file
 9. Office Order file
 10. Personal file
1. The SEVP (PRT) & Incharge, Dhaka Zone-06

আর্থিক নিরাপত্তার সেতুবন্ধন