



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹید

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

August 22, 2024

“করবো বীমা, গড়বো দেশ
স্মার্ট হবে বাংলাদেশ”

Office Order No.:150-2024

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

SI	Name, Desig. & ID No	Present Dept./Office	Transferred to	Remarks
01	Mr. Abdul Based (0958), Senior Executive Officer	Policy Servicing Dept., City Service Centre, Dhaka	Claims Dept., Head Office, Dhaka	—
02	Ms. Parvin (2133), Officer	IT Dept., City Service Centre, Dhaka	Underwriting Dept., Motijheel FPR Centre, Dhaka.	—

Mr. Abdul Based and Ms. Parvin shall handover the overall charges along with Papers/Documents and Computer (if any) to Kazi Mozaffor Hossain (0990), VP & Operation Incharge, City Service Centre, Dhaka.

Mr. Abdul Based is advised to report his joining to the Senior Vice President and Incharge, Claims Dept., Head Office, Dhaka by 28-08-2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Ms. Parvin is advised to report her joining to Mr. Mohammed Mostafa Jamal, SEVP (PRT) by 28-08-2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Ms. Parvin will also assigned to deal with IT related all works at Motijheel FPR Centre, Dhaka in addition to his existing duties until further order.

Mahmudur Rahman Talukder

Executive Vice President
HR & ADMIN Department

Copy forwarded to:

- Mr. Abdul Based (0958), SEO.
- Ms. Parvin (2133), Officer.

আর্থিক নিরাপত্তার সেতুবন্ধন



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- Ms. Parvin (2133), Officer.

C.C. to: for kind information:

- The Additional Managing Director.
- The AMD & Head of IT.
- The SVP & Incharge, Claims Dept.
- The SVP & Incharge, U/W Dept.
- The VP and Operation Incharge, City Service Centre.
- Office Order file.
- Personal file.

- Mr. Mohammed Mostafa Jamal, SEVP (PRT).

আর্থিক নিরাপত্তার সেতুবন্ধন