



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹید

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

August 21, 2025

Office Order No.:123-2025

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

Sl.	Name, Desig. & ID No.	Present Dept./Office	Transferred to	Remarks
01	Kazi Mozaffor Hossain (0990), Vice President	Finance & Accounts Dept., (Operation Incharge) City Service Centre, Dhaka	OSD Dhaka Corp. Zone-07	
02	Mr. A.T.M. Waheduzzaman Khan (1034), Vice President	Finance & Accounts Dept., Head Office, Dhaka	Finance & Accounts Dept., City Service Centre, Dhaka	As Operation Incharge
03	Mr. Mohammad Ali Azam (1575), Manager	Finance & Accounts Dept., Head Office, Dhaka	Cash Section, Sitakunda FPR Center(0175), Chattogram Zone-04	
04	Ms. Humyra Akter (1726), Officer	Commission Section, Finance & Accounts Dept., Head Office, Dhaka	Claims Dept., Link Road Full Fledged Service Center, Dhaka Zone-16	

Kazi Mozaffor Hossain shall handover the overall charges along with Computer/Papers/Documents (if any) to Mr. A.T.M. Waheduzzaman Khan.

Mr. A.T.M. Waheduzzaman Khan shall handover the overall charges along with Computer/Papers/Documents (if any) to the Assistant Managing Director and Chief Financial Officer.

Mr. Mohammad Ali Azam shall handover the overall charges along with Computer/Papers/Documents (if any) to Mr. Nasir Ahmed (2080), DVP, Finance & Accounts Dept., Head Office, Dhaka

Ms. Humyra Akter shall handover the overall charges along with Computer/Papers/Documents (if any) to Kazi Masud Ahmed (2585), SVP, Finance & Accounts Dept., Head Office, Dhaka.

Kazi Mozaffor Hossain, Mr. Mohammad Ali Azam and Ms. Humyra Akter are advised to report their joining to the Incharge of respective offices along with Stationary Items allotted to them and release letter from their existing offices by 26-08-2025 with a copy to the HR & Administration Dept., Head Office, Dhaka.

A.T.M. Waheduzzaman Khan is advised to report his joining to the Chief Executive Officer by 26-08-2025 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After Joining at Sitakunda FPR Center, Mr. Mohammad Ali Azam is hereby advised to deal with work of Underwriting related works and also assigned to IT and Call Centre related works sitting at same premises in addition to his existing duties until further order.


Md. Shamsul Alam
Chief Executive Officer

- Copy forwarded to: Above 04 (Four) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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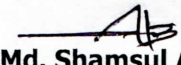
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Md. Shamsul Alam

Chief Executive Officer

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C.C. to: for kind information:

- The Additional Managing Director.
- The DMD & Incharge, Dev. Admin Dept.
- The DMD (Dev.)
- The AMD & Chief Financial Officer.
- The SVP & Incharge, Policy Servicing & Claims Dept. with a request to arrange necessary training to Ms. Humyra Akter.
- The SVP & Incharge, U/W & Re Insurance Dept.
- Office Order file. 8. Personal file
- The AMD (DEV.) & Incharge, Chattogram Corp. Zone-01
- The SEVP (PRT) & Incharge, Dhaka Corp. Zone-07.
- The EVP (PRT) & Incharge, Dhaka Zone-16
- The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন