



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹید

Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

June 21, 2020

Office Order No.:99-2020


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	Mr. Md. Mijanur Rahman Khan (0274), AVP	Finance & Accounts Dept., Paribar Kallayan Bima Division (Abolished), Head Office, Dhaka	Finance & Accounts Dept., Dhaka Zone-02 SC	
02	Mr. Mohammad Mizanur Rahman (2528), Assistant Officer	IT Dept., Dhaka Match Factory Org. Office(Shampur), Dhaka Zone-14	Cash Section, Kalihati Org. Office, Dhaka Zone-04.	

Mr. Md. Mijanur Rahman Khan (0274) shall handover his overall charges to Kazi Masud Ahmed (2485), SVP, Accounts Dept., Head Office, Dhaka.

Mr. Md. Mijanur Rahman Khan (0274) is advised to report his joining to the EVP (PRT) & Incharge, Dhaka Zone-02 along with Stationary Items allotted to him and release letter from his existing office by 24-06-2020 with a copy to the Administration Dept., Head Office, Dhaka.

Mr. Mohammad Mizanur Rahman (2528), is advised to report his joining to the Incharge, Kalihati Org. Office, Dhaka Zone-02 along with Stationary Items allotted to him and release letter from his existing office by 24-06-2020 with a copy to the Administration Dept., Head Office, Dhaka.


Kazi Abul Manjur
Senior Executive Vice President
Administration Department.

Copy forwarded to: Above 02 (Two) employees.

C.C. to:

1. The Chief Executive Officer for kind information.
2. The DMD & CFO.
3. The DMD & CS.
4. The DMD (Dev.) & Incharge, Dev. Admin Dept.
5. The EVP & Incharge (I/A)
6. The SVP, Finance & Accounts Dept.
7. Kazi Masud Ahmed (2585), SVP, Finance & Accounts Dept., H/O, Dhaka. with a request arrange to takeover the charges as per office order.
8. Master file
9. Office Order file
10. Personal file.
1. The Asst. MD (Dev.) & Incharge, Dhaka Corp. Zone-01.
2. The SEVP (PRT) & Incharge, Dhaka Zone-04.
3. The EVP (PRT) & Incharge, Dhaka Zone-02.
4. The EVP (PRT) & Incharge, Dhaka Zone-14
5. The Incharge, respective Offices.

আর্থিক নিরাপত্তার সেতবন্ধন

প্রধান কার্যালয় : গাউছে পাক ভবন (১৪ তলা), ২৮/জি/১ টয়েনবি সাকুলার রোড, মতিঝিল বাণিজ্যিক এলাকা, ঢাকা-১০০০।

ফ্যাক্স : ৮৮-০২-৯৫৬৪৩৯০ ই-মেইল : info@primislifed.com



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

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21/06/2020
Kazi Abul Manjur

Senior Executive Vice President
Administration Department.

Copy forwarded to: Above 02 (Two) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয় : গাউছে পাক ভবন (১৪ তলা), ২৮/জি/১ টয়েনবি সার্কুলার রোড, মতিঝিল বাণিজ্যিক এলাকা, ঢাকা-১০০০।

ফ্যাক্স : ৮৮-০২-৯৫৬৪৩৯০. ই-মেইল : ceo@primelifebd.com, pililbd@gmail.com, web : www.primeislamilifebd.com