



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

ISO 9001 : 2015
CERTIFIED

June 22, 2020

Office Order No.: 104-2020

Mr. Mohammad Mokarram Hossain (1591), Jr. Officer (Cash), Accounts Dept., Potia(west) Org Office, Chattogram Corp. Zone-03 is hereby assigned to work at Cash Section, Accounts Dept., Kornophuli Org. Office, Chattogram Corp. Zone-03 for 02 (Two) day(s) in a week in addition to his existing duties.

The additional responsibility of Mr. Mohammad Mokarram Hossain shall come into force with immediate effect and shall remain valid until Ms. Jobaida Sharif Shumi (2751), Asst. Officer (Cashier cum computer operator), Accounts Dept., Kornophuli Org. Office, Chattogram Corp. Zone-03 resumes her duties after maternity leave.

Mahmudur Rahman Talukder
Senior Vice President
Administration Department.

Copy forwarded to:

- Mr. Mohammad Mokarram Hossain (1591), Jr. Officer
- Ms. Jobaida Sharif Shumi (2751), Asst. Officer

আর্থিক নিরাপত্তার সেতবন্ধন

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. nililbd@gmail.com web : www.primeislamififebd.com



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
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- Ms. Jobaida Sharif Shumi (2751), Asst. Officer

C.C. to: for kind information:

1. The Chief Executive Officer.
 2. The Dy. Managing Director & Chief Financial Officer.
 3. The Dy. Managing Director & Company Secretary
 4. The Dy. Managing Director (Dev.) & Incharge, Dev. Admin Dept.
 5. The SEVP & Incharge, Administration Dept.
 6. The EVP & Incharge, Internal Audit Dept.
 7. The SVP, Finance & Accounts Dept.
 8. Master file.
 9. Office Order file.
 10. Personal file.
1. The Asst. Managing Director (Dev.) & Incharge, Chattogram Corp. Zone-03 & Cox's Bazar.
 2. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন

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