



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائيم اسلامي لايف انشورنس لميتيد
Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

July 08, 2020

Office Order No.:121-2020

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	Ms. Soniya (0190), JAVP	Internal Audit Dept., Head Office, Dhaka	Policy Servicing Dept., Head Office, Dhaka	
02	Mr. Mohammad Moddasser Ibrahim (0767), JAVP	Internal Audit Dept., Head Office, Dhaka	Policy Servicing Dept., Head Office, Dhaka	
03	Ms. Jannatul Ferdousi (1733), Officer	Policy Servicing Dept., Head Office, Dhaka	Call Centre, Head Office, Dhaka	
04	Khan Imran Hasan (1832), Officer (IT)	Policy Servicing Dept., Head Office, Dhaka	Call Centre, Head Office, Dhaka	

Ms. Soniya and Mr. Mohammad Moddasser Ibrahim are advised to report their joining to the JSVP & Incharge, Policy Servicing & Claims Dept., Head Office, Dhaka along with Stationary Items allotted to them and release letter from their existing department by 13-07-2020 with a copy to the Administration Dept., Head Office, Dhaka.

Ms. Jannatul Ferdousi and Khan Imran Hasan are advised to report their joining to the EVP & Incharge, IT Dept., Head Office, Dhaka along with Stationary Items allotted to them and release letter from their existing department by 13-07-2020 with a copy to the Administration Dept., Head Office, Dhaka.

Mahmudur Rahman Talukder

Senior Vice President (Admin)

Copy forwarded to: Above 02 (Four) 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 SEVP & Incharge, Administration Dept.
6. The EVP & Incharge (IT)
7. The EVP & Incharge (I/A)
8. JSVP & Incharge, Policy Servicing & Claims Dept
9. Master file
10. Office Order file
11. Personal file.

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয় : গাউছে পাক ভবন (১৪ তলা), ২৮/জি/১ টয়েনবি সার্কুলার রোড, মতিঝিল বাণিজ্যিক এলাকা, ঢাকা-১০০০।
ফোন : ৮৮-০১ ১০৬৪৪১১১



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