



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائٹم اسلامى لاائف انشورنس لمیٹید
Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

August 31, 2020

Office Order No.:164-2020

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
01	Ms. Khadiza Akther (1301), Senior Executive Officer	Policy Servicing Dept., Head Office, Dhaka	Internal Audit Dept., Head Office, Dhaka.
02	Mr. Mohammed Mahabub Alam (0555), Senior Executive Officer	Training Dept., Head Office, Dhaka	IT Dept., Dhaka Zone-04.

The above employees 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 02-09-2020 with a copy to the Administration Dept., Head Office, Dhaka.

The Deputation of Ms. Khadiza Akther vide Office Order No.:103-2020, dated June 22, 2020 at Internal Audit Dept., Head Office, Dhaka and Mr. Mohammed Mahabub Alam vide Office Order No.:111-2020, dated June 28, 2020 are hereby cancelled.

Mahmudur Rahman Talukder

Senior 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 & CS.
3. The SEVP & Incharge, Administration Dept.
4. The EVP & Incharge (I/A)
5. The SVP & Incharge, Training & Shariah Dept.
6. The SVP & Incharge, Finance & Accounts Dept.,
Head Office, Dhaka.
7. The JSVP & Incharge, Policy Servicing & Claims.
8. Master file.
9. Office Order file.
10. Personal file.
1. The SEVP (PRT) & Incharge, Dhaka Zone-04.

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. nililhd@gmail.com. web : www.primeislamylifebd.com



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আর্থিক নিরাপত্তার সেতুবন্ধন