Prime Islami Life Insurance Limited

ISO 9001 : 2015

November 11, 2020

Office Order No.:224-2020

For the greater interest of the Company, Mr. Suman Biswas (2822), Assistant Officer (Cash) newly joined at the Head Office, Dhaka is hereby given posting to Cash Section, Ghorisar Org. Office, Dhaka Corp. Zone-01.

Mr. Suman Biswas is advised to report his joining to the Asst. MD (Dev.) & Incharge, Dhaka Corp. Zone-01 by 15-11-2020 for training with a copy to the Administration Dept., Head Office, Dhaka.

After completion of necessary training he will report his joining to the Incharge, Ghorisar Org. Office, Dhaka Corp. Zone-01 with a copy to the administration Dept., Head Office, Dhaka.

Mahmudur Rahman Talukder

Senior Vice President Administration Department

Mr. Suman Biswas (2822), Assistant Officer.

C.C. to:

- The Chief Executive Officer for kind information.
- The DMD & CS.
- 3. The DMD (Dev.) & Incharge, Dev. Admin Dept.
- 4. The SEVP & Incharge, Administration Dept.
- 5. The SVP & Incharge, Finance & Accounts Dept.
- 6. Master file
- 7. Office Order file
- 8. Personal file.

- The Asst. MD (Dev.) & Incharge, Dhaka Corp. Zone-01.
- 2. The Incharge, Ghorisar Org. Office, Dhaka Corp. Zone-01.

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Mahmudur Rahman Talukder

Senior Vice President Administration Department

Mr. Suman Biswas (2822), Assistant Officer.