Prime Islami Life Insurance Limited

ISO 9001 : 2015

November 18, 2020

Office Order No.:232-2020

For the greater interest of the Company, Mr. Md. Enamul Hoque (2830), Assistant Officer newly joined at the Head Office, Dhaka is hereby given posting to Underwriting Department, Konabari FPR Centre, Gazipur Zone.

Mr. Md. Enamul Hoque is advised to report his joining to the EVP & Incharge (Underwriting & Re-Insurance Dept.), Head Office by 19.11.2020 for training with a copy to the Administration Dept., Head Office, Dhaka. After basic training on Underwriting at Head Office, he will also take on the desk practical training at Gazipur Zone.

After completion of necessary training he will report his joining to the Incharge, Konabari FPR Centre, Gazipur Zone with a copy to the administration Dept., Head Office, Dhaka.

Mahmudur Rahman Talukder

Senior Vice President Administration Department

Mr. Md. Enamul Hoque (2830), Assistant Officer.

C.C. to:

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

- The JEVP (PRT) & Incharge, Gazipur Zone.
- 2. The Incharge, Konabari FPR Centre, Gazipr Zone.

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Mahmudur Rahman Talukder

Senior Vice President Administration Department

• Mr. Md. Enamul Hoque (2830), Assistant Officer.