



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹیڈ

Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

December 09, 2020

Office Order No.:252-2020

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	Mr. Abul Hossain (0764), Executive Officer	Fin & Accounts Dept., Head Office, Dhaka	IT Dept., Dhaka Zone-02
02	Ms. Khadija Akter (1472), Officer	IT Dept., Dhaka Zone-02	Claims Dept., Head Office, Dhaka
03	Khan Imran Hasan (1832), Officer	Call Centre, Administration Dept., Head Office, Dhaka	Claims Dept., Head Office, Dhaka
04	Ms. Feroza Naznin (2463), Assistant Officer	Call Centre, Administration Dept., Head Office, Dhaka	Claims Dept., Head Office, Dhaka

Mr. Abul Hossain shall handover the overall charges to Mr. Quazi Ahsan Ul Alam Ansary, SVP & Incharge, Finance & Accounts Dept., Head Office, Dhaka.

Mr. Abul Hossain is advised to report his joining to the EVP (PRT) & Incharge, Dhaka Zone-02 along with Stationary Items allotted to him and release letter from his existing office by 13-12-2020 with a copy to the Administration Dept., Head Office, Dhaka.

Ms. Khadija Akter, Khan Imran Hasan and Ms. Feroza Naznin are advised to report their joining to the JSVP & Incharge, Policy Servicing & Claims Dept., along with Stationary Items allotted to them and release letter from their existing offices by 13-12-2020 with a copy to the Administration Dept., Head Office, Dhaka.

The additional responsibility of Ms. Khadija Akter vide Office Order No.:106-2020, dated 23-06-2020 is hereby cancelled.

Mahmudur Rahman Talukder

Senior Vice President
Administration Department.

Copy forwarded to: Above 04 (Four) employees.

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, IT Dept.
6. The SVP & Incharge, Finance & Accounts Dept.
7. The JSVP & Incharge, Policy Servicing & Claims Dept.
8. Master file
9. Office Order file
10. Personal file.
1. The SEVP (PRT) & Incharge, Dhaka corp. Zone-04.
2. The EVP (PRT) & Incharge, Dhaka Zone-02.
3. The Incharge, respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন



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