

## 430 - Mohammed Amjad

---

**From:** 744#0 V|h g#D egx#D dnhp  
**Sent:** Z hgqhvgd| #xq #8 #13-4 ; #5353#DP  
**To:** 763#0 P rkd p hg#Dp mg #7<#0 Q dehd#Degxoj dirru  
**Subject:** IZ #x uj hqv#Dxg lqj # xovlxqfwrqdd#Wndp

---

**From:** 411 - Syed Abdul Aleem  
**Sent:** Tuesday, July 14, 2020 2:38 PM  
**To:** 110 - Hammad Ali Khan; 110A - Hammad Ali Khan; 100 - Mohammed Alhazani; 110R - Salah Abdelazim Farid Rezk  
**Subject:** FW: Urgent Auditing Multifunctional Team

To,  
HR,  
Good Afternoon,

Check the below email for employees going out with salesman for customer confirmation,

Thank you & Best Regards



**Syed Abdul Aleem**  
Internal Auditor  
**Daffah Company**

2702 - Dirah (Maeglich Center)  
Unit No.406 (Tower (C) 4<sup>th</sup> Floor)  
Riyadh 12633 - 7437  
Kingdom of Saudi Arabia  
T : +966 11 4115500 Ext. 411  
F : +966 11 4118574  
M : +966 509367440  
E : [411@daffah.sa](mailto:411@daffah.sa)  
W: <http://daffah.sa/>

---

**From:** 502 - Omar maysar Dakelbab  
**Sent:** Tuesday, July 14, 2020 9:11 AM  
**To:** 411 - Syed Abdul Aleem; 920 - Mohammed Hamoud  
**Cc:** 205 - Ibrahim A. Alshaikh  
**Subject:** FW: Urgent Auditing Multifunctional Team

Gentlemen,

I trust you doing well..

FYI. Thanks in advance for your supporting and collaboration

**Regards**

**Omar Dakelbab**  
National Sales Manager  
**Daffah Company**

2702 – Dirah (Maeglich Center)  
Unit No 406 (Tower (C) 4<sup>th</sup> Floor)  
Riyadh 12633 – 7437  
Kingdom of Saudi Arabia  
T : +966 11 4115500  
F : +966 11 4118574

**From:** 205 - Ibrahim A. Alshaikh  
**Sent:** Monday, July 13, 2020 1:33 PM  
**To:** 502 - Omar maysar Dakelbab  
**Subject:** RE: Urgent Auditing Multifunctional Team

الاسماء مناسبة عدا قسم الاقنوني لديهم اعمال اخرى  
اقترح وضع مهام بشكل اوضح  
الايام والزيارات للعملاء والاقوات

Thank You & Regards

**الدفة**

**Ibrahim A. Alshaikh**  
Daffah CEO  
**Daffah Company**

2702 – Dirah (Maegliah Center)  
Unit No 406 (Tower (C) 4<sup>th</sup> Floor)  
Riyadh 12633 – 7437  
Kingdom of Saudi Arabia  
T : +966 11 4115500: Ext:202  
F : +966 11 4118574  
M [+966 54 5552288](tel:+966545552288)  
E : [ibrahim@daffah.sa](mailto:ibrahim@daffah.sa)  
W: <http://daffah.sa>

**From:** 502 - Omar maysar Dakelbab  
**Sent:** Monday, July 13, 2020 11:38 AM  
**To:** 205 - Ibrahim A. Alshaikh <[ibrahim@daffah.sa](mailto:ibrahim@daffah.sa)>  
**Subject:** Urgent Auditing Multifunctional Team  
**Importance:** High

Dear Mr. Ibrahim,

This is to ask your approval to allow the below list to be able to escort our Riyadh pre sellers team for customer Accounts reconciliation to match and confirm their outstanding to be on the right track.

Department	Position	Name
WS	Supervisor	Yaser / Ayman
Retail	Supervisor	Khaled / Abdullah
Sales Accountant	Branch Accountant	Raslan / Naenaey/Khalifa2
Finance	Auditing / Archive	Amjad / Nabil

How it Works :

1. Prepare all required documentation as of Jan 2019 / signed by the customer authorized person /sales supervisor and auditor
2. They will escort the preseller from 4: 00 PM till close all day route
3. One week period to cover all customers

What's needed :

1. Agreed on certain incentive e.g. overtime, for other department to motivate them in this task.
2. Align with other department ( Legal, Retail, Finance )
3. Prompt execution / implementation

Your feedback is highly appreciated..

**Regards**

**Omar Dakelbab**

National Sales Manager

**Daffah Company**

2702 – Dirah (Maeglich Center)  
Unit No 406 (Tower (C) 4<sup>th</sup> Floor)  
Riyadh 12633 – 7437  
Kingdom of Saudi Arabia  
T : +966 11 4115500  
F : +966 11 4118574  
M : +966 567294043  
E : [502@daffah.sa](mailto:502@daffah.sa)  
W: <http://daffah.sa/>