

949 - Nabeel Abdulgafoor

From: 411 - Syed Abdul Aleem
Sent: Wednesday, July 15, 10:18 2020 AM
To: 430 - Mohammed Amjad; 949 - Nabeel Abdulgafoor
Subject: FW: Urgent Auditing Multifunctional Team

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

الدفة

Syed Abdul Aleem
Internal Auditor
Daffah Company

2702 - Dirah (Maeglich Center)
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M : +966 509367440
E : 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

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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 واضح
الايام والزيارات للعملاء والاقوات

Thank You & Regards

الدفة

Ibrahim A. Alshaikh
Daffah CEO
Daffah Company

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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>
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

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