

## Alanoud F. Alqahtani

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**From:** Mohammad Y. Alshaikh  
**Sent:** Monday, April 22, 2024 2:26 PM  
**To:** Alanoud F. Alqahtani  
**Cc:** Syed Abdulaleem; Abdulrahman Y. Alshaikh  
**Subject:** RE: Need Approval For overtime Maintenance Team March 2024.

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

المحترمه الاستاذة العنود

بعتمد

Thanks & Best Regards,



**Mohammad Y. Alshaikh**  
Director of Finance and  
Operations  
Awtad Company

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W: [www.awtad.sa](http://www.awtad.sa)

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**From:** Alanoud F. Alqahtani <113@awtad.sa>  
**Sent:** Sunday, April 21, 2024 6:02 PM  
**To:** Mohammad Y. Alshaikh <malshaikh@awtad.sa>  
**Cc:** Syed Abdulaleem <411@awtad.sa>; Abdulrahman Y. Alshaikh <aalshaikh@awtad.sa>  
**Subject:** FW: Need Approval For overtime Maintenance Team March 2024.

الاستاذ / محمد بن يحيى المحترم  
نرجوا منكم اعتماد الاوفر تايم الخاص بفريق الصيانة لشهر مارس 2024،  
مع التوجيه بالاعتماد او الرفض باضافة المكافئة الثابته للموظف عبدالحفيظ - 1000 رس

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**From:** Abdulhafeez Z. Mukadam <244@awtad.sa>  
**Sent:** Monday, April 15, 2024 5:09 PM  
**To:** Mohammad Y. Alshaikh <malshaikh@awtad.sa>  
**Cc:** Alanoud F. Alqahtani <113@awtad.sa>; Huda M. Alqahtani <116@awtad.sa>  
**Subject:** Need Approval For overtime Maintenance Team March 2024.

Dear Sir , Mohammed Y Alshaikh,

Maintenance team Overtime for March 2024. Please Find the attach file. Please find attach Work Order No also in same attach File.

The total Overtime amount **SR : 1473 SR.** (March 2024)

1. Maintenance Team Worked In, Welfare center for irrigation area lighting work.
2. Masjid Hussain Friday work.
3. Rawda Villa 1 Cleaner visit weekly 3 time to show tenant Villa.
4. Shaikh Palace for electrical , AC , and Plumbing work.

*Thanks & Best Regards.*



**Eng. Abdul Hafiz**

2702 Dirah, Maegliah Center

Maintenance Engineer.

Tower 3, 4<sup>th</sup> Floor, Office 406

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