

Alanoud F. Alqahtani

From: Mohammad Y. Alshaikh
Sent: Wednesday, January 10, 2024 4:14 PM
To: Alanoud F. Alqahtani
Cc: Abdulrahman Y. Alshaikh; Abdulhafeez Z. Mukadam; Ibrahim K. Salem
Subject: FW: Need approval of overtime for Dec 2023.
Attachments: Overtime Dec 2023.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

المحترمة الاستاذة العنود
السلام عليكم ورحمة الله

يعتمد اضافاه الاوفر تايم

Thanks & Best Regards,



Mohammad Y. Alshaikh
Director of Finance and Operations
Awtad Company

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From: Abdulhafeez Z. Mukadam <244@awtad.sa>
Sent: Wednesday, January 10, 2024 1:22 PM
To: Mohammad Y. Alshaikh <malshaikh@awtad.sa>
Cc: Alanoud F. Alqahtani <113@awtad.sa>; Ibrahim K. Salem <235@awtad.sa>
Subject: Need approval of overtime for Dec 2023.

Dear Sir , Mohammed Y Alshaikh,

Maintenance team Overtime for Dec 2023. Please Find the attach file. Please find attach Work Order No also in same attach File.

The total Overtime amount **SR : 2336 SR**. Please Need approval for this.

1. Maintenance Team Worked In, Shaikh Complex(Urgent Shaikh Fahad Villa toilet work after 6.0pm 3 days working),
2. Masjid Hussain Friday and Carpet installation time cleaner are working at night to clean.
3. Rawda Villa 1 Cleaner visit weekly 1 or 2 time to show tenant Villa.
4. Elite Center Burning time work.
5. Soqul arab early morning as per legal Instruction to close show room.

Please Need Approval for this overtime.

Thanks & Best Regards.



Eng. Abdul Hafiz

2702 Dirah, Maegliah Center

Maintenance Engineer.

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