

Nov, 2024

Manual Overtime Calculation

Work Order Numbers							Luxury center water tank work , Friday Half Day M.hussain	Friday Half Day M.hussain	Friday Half Day M.hussain	Osajaya Fram water pump work 4816757	Friday Half Day M.hussain	Friday Half Day M.hussain			
S.No	Emp. ID	Name of Employee	Location	Total Salary	No. of Days	1-Nov	8-Nov	15-Nov	20-Nov	22-Nov	29-Nov	Total Minutes	Total Hours	Amount	
01	1282	محمد محمود محمد احمد	Mohammad Mahmood	01-VISION	7,500.00	30	180.00		180.00			360.00	6.00	281.00	
13	3212		kamal hussain	01-VISION	2,500.00	30			180.00			180.00	3.00	47.00	
23	2878		Aftab Ahmad Muhammad Yaqoob	01-Murjan	1,500.00	30	240.00	240.00	240.00	240.00	240.00	1,200.00	20.00	188.00	
	3233		Mohammad Muzammil	01-VISION	4,000.00	30			180.00			180.00	3.00	75.00	
	3264		Mohammad Togyani	01-VISION	3,500.00	30			180.00			180.00	3.00	66.00	
						Total	420.00	240.00	240.00	720.00	240.00	240.00	2,100.00	35.00	657.00
Prepared By:		Abdul Hafiz										-	-		

Prepared by
Eng.Abdul hafiz
Maintenance Engineer

Approved By
Mohammad .Y.Alshaiikh
Director of Finance and Operations

Alanoud F. Alqahtani

From: Mohammad Y. Alshaikh
Sent: Thursday, December 12, 2024 6:16 PM
To: Abdulhafeez Z. Mukadam
Cc: Abdulrahman Y. Alshaikh; Alanoud F. Alqahtani; Hamad H. Almousa; Abdulaah S. Roukan
Subject: RE: Approval for Overtime Month Nov 2024 (For Maintenance Team)

Follow Up Flag: Follow up
Flag Status: Flagged

Approved

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, December 11, 2024 10:08 AM
To: Mohammad Y. Alshaikh <malshaikh@awtad.sa>
Cc: Alanoud F. Alqahtani <113@awtad.sa>; Hamad H. Almousa <3160@awtad.work>
Subject: Approval for Overtime Month Nov 2024 (For Maintenance Team)

Dear Sir , Mohammed Y Alshaikh,

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

The total Overtime amount **SR : 657 SR.** (Nov 2024)

1. Maintenance Team Worked In, Luxury Friday for water pump
2. Dammam Ware house
3. Masjid Hussain Friday work.

Thanks & Best Regards.



Eng. Abdul hafiz
Maintenance Engineer
Awtad

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