

Alanoud F. Alqahtani

From: Mohammad Y. Alshaikh
Sent: Tuesday, November 12, 2024 1:29 PM
To: Abdulhafeez Z. Mukadam
Cc: Alanoud F. Alqahtani; Hamad H. Almousa; Abdulrahman Y. Alshaikh
Subject: RE: Need approval for overtime month of Oct 2024

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: Tuesday, November 12, 2024 11:34 AM
To: Mohammad Y. Alshaikh <malshaikh@awtad.sa>
Cc: Alanoud F. Alqahtani <113@awtad.sa>; Hamad H. Almousa <3160@awtad.work>
Subject: Need approval for overtime month of Oct 2024

Dear Sir , Mohammed Y Alshaikh,

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

The total Overtime amount **SR : 711 SR.** (Oct 2024)

1. Maintenance Team Worked In, Welfare Friday for water pump
2. Masjid Hussain Friday work.
3. Majdoul Electrical Work

Thanks & Best Regards.



Eng. Abdul hafiz
Maintenance Engineer
Awtad

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Oct, 2024

Manual Overtime Calculation

Work Order Numbers							Azhar Majdoul electrical work. Elite center work	Garadiya New lock installation	Al Qamar center	Friday Half Day M.hussain	4769949 Welfare drainage work night	Friday Half Day M.hussain	Friday Half Day M.hussain			
S.No	Emp. ID	Name of Employee	Location	Total Salary	No. of Days	4-Oct	5-Oct	7-Oct	11-Oct	16-Oct	18-Oct	25-Oct	Total Minutes	Total Hours	Amount	
01	1282	محمد محمود محمد احمد	Mohammad Mahmood	01-VISION	6,500.00	31	180.00	120.00	60.00				540.00	9.00	354.00	
02	1495	غلام مصطفى عبدالريمان	Gulam Mustafa	01-VISION	3,200.00	31	180.00	120.00	60.00				360.00	6.00	116.00	
12	2470		Shehran Nazak	01-VISION	1,500.00	31				240.00			240.00	4.00	36.00	
13	3212		kamal hussain	01-VISION	2,500.00	31				240.00			240.00	4.00	60.00	
23	2878		Afhab Ahmad Muhammad Y	01-Murjan	1,500.00	31	240.00		240.00		240.00	240.00	960.00	16.00	145.00	
32	3061		Azhar Abdul Hameed	Majdoul	3,300.00	31	420.00						420.00	7.00	140.00	
				Total		600.00	240.00	120.00	240.00	660.00	240.00	240.00	2,340.00	39.00	711.00	
Prepared By:		Abdul Hafiz											-	-		

Prepared by
Eng.Abdul hafiz
Maintenance Engineer

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