

Alanoud F. Alqahtani

From: Mohammad Y. Alshaikh
Sent: Sunday, October 22, 5:21 2023PM
To: Alanoud F. Alqahtani
Cc: Saad S. Aldawway; Abdulhafeez Z. Mukadam
Subject: RE: Need Approval Sep 2023Month Over time For Technician.

الاستاذة العنود المحترمه

يعتمد اضافاه الاوفر تايم

Thanks & Best Regards,



Mohammad Y. Alshaikh
Director of Finance and Operations
Awtad Company

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E : Malshaikh@awtad.sa
W: www.awtad.sa

From: Abdulhafeez Z. Mukadam <244@awtad.sa>
Sent: Sunday, October 22, 2023 4:57 PM
To: Mohammad Y. Alshaikh <malshaikh@awtad.sa>
Cc: Alanoud F. Alqahtani <113@awtad.sa>; Saad S. Aldawway <115@awtad.sa>
Subject: Re: Need Approval Sep 2023 Month Over time For Technician.

 [Sep 2023.jpeg](#)

Dear sir.

As per discussion with you i attach final approval over time sheet please need email approval for HR.

Aug, 2023

sep

Manual Overtime Calculation

Work Order Numbers		Manual Overtime Calculation														
S.No	Emp. ID	Name of Employee	Location	Total Salary	No. of Days	1-Aug	3-Aug	8-Aug	15-Aug	23-Aug	28-Aug	30-Aug	31-Aug	Total Minutes	Total Hours	Amount
01	1282	محمد محمود محمد عبد	01-VISION	6,500.00	31	✓ 120.00	✓ 180.00							540.00	9.00	354.00
02	1495	طارق مصطفى حجازي	01-VISION	3,200.00	31											
04	1499	شاهد الدين محمد	01-VISION	3,000.00	31											
19	2614	طارق محمد عبد الله	01-VISION	2,800.00	31											
24	2878	Alfah Ahmad Muhammad Y	01-VISION	1,300.00	31	✓ 240.00		✓ 240.00		✓ 240.00		✓ 120.00		1,200.00	20.00	157.00
28	2911	Sorhab Tal'adeh	01-VISION	2,500.00	31											
31	2615	مشارف الرحمن	01-VISION	2,800.00	31		✓ 180.00							180.00	3.00	91.00
				Total			360.00		240.00	240.00	240.00	240.00	240.00	2,520.00	42.00	723.00

محمد عبدالرحمن
 مدير الموارد البشرية
 22/10/2023
 723.00

Work Order # 3992923
WO Title Dammam Ware House - In Dammam Ware house fire fighting Pump have problem need to check and Repair CM work.
Reference ID
Category Firefighting
Priority Medium
Status Approved
Short Description Mr.Mahmood & Kobir went to damam for work.
Notes
Private Notes
Comments ok
Start Date 8/29/2023
Due Date 10/30/2023
Completed 9/1/2023
Apply Invoice To Customer Maintenance
Created By ABDUL HAFIZ MUKADAM
Site Name Awatad PT
Building Group Ware House
Locations Store/Showroom: Warehouse 01

Building Group: Ware House
 Building: Dammam Warehouse
 Dammam
 Dammam

Parts	Name	Price	Used	Allocated	Quoted	Total Cost	Quoted Cost
	Firefighting Pump water tank material Inv#23-8-1-6738 & Inv#999- vat tax 15%	632.00	0.00	1	0.00	632.00	0.00
	Dammam outstation - Food Expenses Mr. Mehmood (Inv#121-76- S140-1132-97-5036)	128.77	0.00	0	0.00	0.00	0.00
	VAT TAX 15%	14.23	0.00	0	0.00	0.00	0.00
	Total		0	1	0	632.00	0.00

Assigned Staff

- Kobir Ahmad
- Muhammad Mehmood

Grand Total

632.00



3992923

Work Order # 4043292
WO Title Welfare Center - In welfare Center Need SHop 33 water pump not working Need CM work.
Reference ID
Category Plumbing
Priority High
Status Completed
Short Description in Friday urgent work need to repair water pump over electrician and plumber went and solve the proble.
Notes
Private Notes
Comments ok
Start Date 9/25/2023
Due Date 9/28/2023
Completed 9/25/2023
Apply Invoice To Customer Maintenance
Created By ABDUL HAFIZ MUKADAM
Site Name Awtad PT
Building Group Showroom
Building Welfare Center
Locations Store/Showroom: Service Area

Building Group: Showroom
Building: Welfare Center
Hittin, Riyadh 13512 3859
Riyadh
Ar Riyadh

Assigned Staff

- Muhammad Mehmood
- Sorhab Talukdder

Grand Total

0.00



4043292

Work Order # 4058139
WO Title Shaikh Palace - Shaikh Mohammad Yahya Villa Water Motor have problem Need CM work.
Reference ID
Category Plumbing
Priority High
Status Completed
Short Description Shaikh Mohammad Yahya urgent need maintenance in motor Friday our technician went and solve problem
Notes
Private Notes
Comments work completed
Start Date 10/1/2023
Due Date 10/4/2023
Completed 10/4/2023
Apply Invoice To Customer Maintenance
Created By ABDUL HAFIZ MUKADAM
Site Name Awtad PT
Building Group Personal Properties
Building Al Shaikh Complex
Locations Complete Building: Shaikh Mohammed bin Yahia Al Shaikh

Building Group: Personal Properties
Building: Al Shaikh Complex
2560 Al Burtuqal, King Fahd, Riyadh 12273 7393
Riyadh
Ar Riyadh

Assigned Staff

- Muhammad Mehmood
- Sorhab Talukdder
- Tayyab Subhani

Grand Total

0.00



4058139

Work Order # 4058100
WO Title Welfare Center - In welfare Center show room 26 dont have electricity Need to check meter and check all showroom power CM work.
Reference ID
Category Electrical
Priority High
Status Completed
Short Description shop 26 don't have electricity at night our technician went and solve proble.
Notes
Private Notes
Comments Done
Start Date 10/1/2023
Due Date 10/4/2023
Completed 10/3/2023
Apply Invoice To Customer Maintenance
Created By ABDUL HAFIZ MUKADAM
Site Name Awtad PT
Building Group Showroom
Building Welfare Center
Locations Store/Showroom: Showroom 26

Building Group: Showroom
 Building: Welfare Center
 Hilti, Riyadh 13512 3859
 Riyadh
 Ar Riyadh

Assigned Staff

- Shahidul Islam
- Tanvir Hossain
- Sorhab Talukdder

Grand Total

0.00



4058100