

Appointment

Offer Letter

Old	HR Admin	CEO	FM
New	HR Admin	HR Manager	CEO FM

Sponsor Transfer

Old	HR Admin	CEO	HR
New	HR Admin	HR Manager	CEO HR

Employee File

Old	HR Admin	CEO	Legal	Archive	FM	
New	HR Admin	HR Manager	CEO	Legal	Archive	FM

Karar

Old	HR Admin	CEO	FM
New	HR Admin	HR Manager	CEO FM

Mahdar

Old	HR Admin	Asset & Odha	Internal Auditor	Chief Accountant	Legal	Archive	CEO	FM	
New	HR Admin	HR Manager	Asset & Odha	Internal Auditor	Chief Accountant	Legal	Archive	CEO	FM

Vacation

Request

Old	HR Admin	CEO	
New	HR Admin	HR Manager	CEO

Karar

Old	HR Admin	CEO	
New	HR Admin	HR Manager	CEO

Mahdar

Old	HR Admin	Asset & Odha	Internal Auditor	Chief Accountant	Legal	CEO	FM Secretary	FM	Archive	
New	HR Admin	HR Manager	Asset & Odha	Internal Auditor	Chief Accountant	Legal	CEO	FM Secretary	FM	Archive

Exit ReEntry

Old	HR Admin	CEO	
New	HR Admin	HR Manager	CEO

Renew Contract

Old	HR Admin	Chief Accountant	CEO	Legal	Archive	FM	
New	HR Admin	HR Manager	Chief Accountant	CEO	Legal	Archive	FM

Fixed Bonus

Old	HR Admin	CEO	FM
New	HR Admin	HR Manager	CEO FM

End Of Services

Request

Old	HR Admin	Legal	Archive	CEO	
New	HR Admin	HR Manager	Legal	Archive	CEO

Karar

Old	HR Admin	CEO	
New	HR Admin	HR Manager	CEO

Mahdar

Old	HR Admin	Asset & Odha	Internal Auditor	Chief Accountant	Legal	CEO	FM	FM Secretary	Archive	
New	HR Admin	HR Manager	Asset & Odha	Internal Auditor	Chief Accountant	Legal	CEO	FM	FM Secretary	Archive

Exit ReEntry

Old	HR Admin	CEO	
New	HR Admin	HR Manager	CEO