

Re: Vacation request Approval - Employee id:2860 (HVAC Technician Helper).

From Abdulhafeez Z. Mukadam <244@awtad.sa>

Date Wed 10/2/2024 12:53 PM

To Alanoud F. Alqahtani <113@awtad.sa>

Cc Hamad H. Almousa <3160@awtad.work>; Abdulrahman Y. Alshaikh <aalshaikh@awtad.sa>

 1 attachments (58 KB)

Shamim Ticket quotation.pdf;

Dear Anoud,

Please find attach quotation for Mr.SHAMIM Ticket. please booked before getting high prices.

Thanks & Best Regards.



Eng. Abdul Hafiz
Maintenance Engineer.
Awtad Al Akaria

2702 Dirah, Maegliah Center
Tower 3, 4th Floor, Office 406
Riyadh 12633-7437
Saudi Arabia
Phone +966 11 411 5500
Mobile +966 50 475 2879
Email 244@awtad.sa
www.awtad.sa

From: Abdulhafeez Z. Mukadam <244@awtad.sa>

Sent: Wednesday, September 25, 2024 1:33 PM

To: Mohammad Y. Alshaikh <malshaikh@awtad.sa>

Cc: Alanoud F. Alqahtani <113@awtad.sa>; Hamad H. Almousa <3160@awtad.work>; Abdulrahman Y. Alshaikh <aalshaikh@awtad.sa>; Abdulrahman Y. Alshaikh <aalshaikh@awtad.sa>

Subject: Re: Vacation request Approval - Employee id:2860 (HVAC Technician Helper).

Dear Hamad ,

Please start vacation process for **Mr. Shamim** as per below approval from 2nd November 2024 , as per company Policy he deserve 60 days. But he need total 90 days vacation ..

Because he **Travel after 3 year** ..whatever cost for one month extra he agree to pay As per Shaikh Mohammad Yahya instruction in below approval.

Thanks & Best Regards.



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From: Mohammad Y. Alshaikh <malshaikh@awtad.sa>

Sent: Tuesday, September 24, 2024 4:56 PM

To: Abdulhafeez Z. Mukadam <244@awtad.sa>

Cc: Alanoud F. Alqahtani <113@awtad.sa>; Hamad H. Almousa <3160@awtad.work>; Abdulrahman Y. Alshaikh <aalshaikh@awtad.sa>

Subject: RE: Vacation request Approval - Employee id:2860 (HVAC Technician Helper).

Dear Engineer

Your request approved

But the vacation starts from **November**

As per company policy if employees request **extra days** will be charge on employees

NAME: MD SHAMIM HOSSAIN

EMPLOYEE ID: 2860

HVAC HELPER: HVAC Technician Helper.

Replacement - Thomas - 2920

Thanks & Best Regards,



Mohammad Y. Alshaikh
Director of Finance and Operations

7295 (Majdoul Tower)
Floor no. 38

Awtad Company

Riyadh 12262-3254
Kingdom of Saudi Arabia
T : +966 114222090
M :+966 580703078
E : Malshaikh@awtad.sa
W: www.awtad.sa

From: Abdulhafeez Z. Mukadam <244@awtad.sa>
Sent: Tuesday, September 24, 2024 9:51 AM
To: Mohammad Y. Alshaikh <malshaikh@awtad.sa>
Cc: Alanoud F. Alqahtani <113@awtad.sa>; Hamad H. Almousa <3160@awtad.work>
Subject: Vacation request Approval - Employee id:2860 (HVAC Technician Helper).

Dear Sir Mohammad Y Alshaikh.

As required MD SHAMIM HOSSAIN, EMPLOYEE ID (2860) would need the regular vacation on 10-October 2024.
For three years, he hasn't had a vacation.

NAME: MD SHAMIM HOSSAIN
EMPLOYEE ID: 2860
HVAC HELPER: HVAC Technician Helper.

Replacement - Thomas - 2920

Thanks & Best Regards.



Eng. Abdul Hafiz
Maintenance Engineer.
Awtad Al Akaria

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From: Hamad H. Almousa <3160@awtad.work>
Sent: Tuesday, September 24, 2024 9:47 AM
To: Abdulhafeez Z. Mukadam <244@awtad.sa>

Cc: Mohammad Y. Alshaikh <malshaikh@awtad.sa>; Alanoud F. Alqahtani <113@awtad.sa>

Subject: Re: Vacation request - Employee id:2860 (HVAC Technician Helper).

Dear Mr. Abdulhafeez,

Thank you for your email regarding MD Shamim Hossain's vacation request . In line with our internal procedures, kindly ensure that approval is obtained from his direct manager before proceeding. Once this has been received, I will be able to process the request accordingly.

Please note that in order to proceed, vacation requests must be submitted and approved at least 15 days in advance.

Thanks and Regards



Hamad Almousa

HR Officer

Awtad

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King Fahad Road - Riyadh 3254- 12262
Saudi Arabia

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Mobile +966

Email 115@awtad.sa

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From: Abdulhafeez Z. Mukadam <244@awtad.sa>

Sent: Sunday, September 22, 2024 10:42 AM

To: Hamad H. Almousa <3160@awtad.work>

Cc: Mohammad Y. Alshaikh <malshaikh@awtad.sa>; Alanoud F. Alqahtani <113@awtad.sa>

Subject: Vacation request - Employee id:2860 (HVAC Technician Helper).

Dear Mr. Hamad,

As required MD SHAMIM HOSSAIN, EMPLOYEE ID (2860) would need the regular vacation request 10-October 2024.

For three years, he hasn't had a vacation.

NAME: MD SHAMIM HOSSAIN

EMPLOYEE ID: 2860

HVAC HELPER: HVAC Technician Helper.

Replacement - Thomas - 2920

Thanks & Best Regards.

Eng. Abdul Hafiz
Maintenance Engineer.
Awtad Al Akaria

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From: Mujahe R. Rana <253@awtad.sa>
Sent: Sunday, September 15, 2024 11:13 AM
To: Abdulhafeez Z. Mukadam <244@awtad.sa>
Subject: Fw: Vacation request - Employee id:2860 (HVAC Technician Helper).

FYI

Thanks & Best Regards.

Mujahid Ullah
Maintenance Coordinator.
Awtad

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Saudi Arabia
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Email 253@awtad.sa
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From: Mujahe R. Rana <253@awtad.sa>
Sent: Thursday, August 8, 2024 4:32 PM
To: Hamad H. Almousa <3160@awtad.work>; Alanoud F. Alqahtani <113@awtad.sa>; Faissal H. Ahmad <244@awtad.sa>
Cc: Mohammad Y. Alshaiikh <malshaiikh@awtad.sa>
Subject: Vacation request - Employee id:2860 (HVAC Technician Helper).

Dear Mr. Hamad,

As required MD SHAMIM HOSSAIN, EMPLOYEE ID (2860) would need the regular vacation request 10-September 2024.
For three years, he hasn't had a vacation.

NAME: MD SHAMIM HOSSAIN
EMPLOYEE ID: 2860
HVAC HELPER: HVAC Technician Helper.

Thanks & Best Regards.

Mujahid Ullah
Maintenance Coordinator.
Awtad

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