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

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

Date Tue 9/24/2024 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>

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

Awtad Company

7295 (Majdoul Tower)

Floor no. 38

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

2702 Dirah, Maegliah Center

Maintenance Engineer.

Tower 3, 4th Floor, Office 406

Awtad Al Akaria

Riyadh 12633-7437

Saudi Arabia

Phone +966 11 411 5500

Mobile +966 50 475 2879

Email 244@awtad.sa

www.awtad.sa

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

22795 Majdoul Tower - 38th Floor

HR Officer

King Fahad Road - Riyadh 3254- 12262
Saudi Arabia

Awtad

Phone +966 9200 26880

Mobile +966

Email 115@awtad.sa

www.awtad.sa

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

2702 Dirah, Maeglah Center

Maintenance Engineer.

Tower 3, 4th Floor, Office 406

Awtad Al Akaria

Riyadh 12633-7437

Saudi Arabia

Phone +966 11 411 5500

Mobile +966 50 475 2879

Email 244@awtad.sa

www.awtad.sa

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

2702 Dirah, Maegliah Center

Maintenance Coordinator.

Tower 3, 4th Floor, Office 406

Awtad

Riyadh 12633-7437

Saudi Arabia

Phone +966 11 411 5500

Mobile +966 53 861 2689

Email 253@awtad.sa

www.awtad.sa

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. Alshaikh <malshaikh@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

2702 Dirah, Maeglich Center

Maintenance Coordinator.

Tower 3, 4th Floor, Office 406

Awtad

Riyadh 12633-7437

Saudi Arabia

Phone +966 11 411 5500

Mobile +966 53 861 2689

Email 253@awtad.sa

www.awtad.sa