



بنك دخان
DUKHAN BANK

SECURITY PRINTING PRESS

Main Branch

شركات
Corporate

رقم الشيك
Cheque No.
00009653

07-May-2023

التاريخ

Date _____

Pay to the order of
or bearer

** MOHAMMED FENHAS ABDUL SAMADU **

إدفعوا لأمر
أو لحامله

Amount ** TEN THOUSAND NINE HUNDRED THIRTY FIVE ONLY **
in words

المبلغ
بالدرر
ر.ق.
Q.R.

10,935.00

UMMSAID BAKERY

A/C No. 1000-00792-506

Signature _____ التوقيع

Please do not write or stamp in the space below this line

الرجاء عدم الكتابة أو وضع ختم، أسفل الخط

00009653 016340200150 00000100000792506

Ummsaid Bakery Qatar
 Al Meena Street
 P.O Box 1444 Doha Qatar
 E-mail: info@qbake.qa



Payment Advice			Payment Date : 07.05.2023		
Document Number : 2360002639 GL Account : Payee Name : Exchange rate : Remarks : FF MOHAMMED FENHAS#4481 Payment Method :					
Ref.Document.no	Document Date	Document Amount	Other Deduction	Net Amount	Curr
00009653	07.05.2023	10,935.00	0.00	10,935.00	QAR
		10,935.00	0.00	10,935.00	QAR
Payment Detail(s)					
Bank's Name / A/c No.	Cheque Number	Instrument Date	Amount	Currency	
DUKHAN BANK	00009653	07.05.2023	10,935.00	QAR	
100000792506		Total :	10,935.00	QAR	
Amount in words : Qatari Riyal Ten Thousand Nine Hundred Thirty-Five Only Kindly acknowledge the receipt Thanking You					
Prepared By	Verified By	Authorized By			
		 Receiver's Signature			
Document Date/Time:07.05.2023/16:27:57					

Ummsaid Bakery

(A subsidiary of Zad Holding Company Q.P.S.C.)

كيوبيك
Qbake

مخبر مسعود

(مملوک لشركة زاد القابضة ش.م.ق.ع)

		Service Period From: 07-04-16 To 26-04-23																																										
FULL AND FINAL SETTLEMENT OF Mr.		USB		MOHAMMED FENHAS ABDUL SAMADU																																								
TO BE RECEIVED ON		26-Apr-23		103443 - 4481																																								
DEPARTMENT		Sales																																										
DESIGNATION		Van Salesman																																										
<table border="1"> <tr><td>Basic Salary</td><td>QR</td><td>1,500</td></tr> <tr><td>HRA</td><td>QR</td><td>-</td></tr> <tr><td>Transport Allowance</td><td>QR</td><td>-</td></tr> <tr><td>Telephone Allowance</td><td>QR</td><td>-</td></tr> <tr><td>Cost of Living Allowance</td><td>QR</td><td>-</td></tr> <tr><td>Food Allowance</td><td>QR</td><td>-</td></tr> <tr><td>Other Allowance</td><td>QR</td><td>-</td></tr> <tr><td>Total Package</td><td>QR</td><td>1,500</td></tr> <tr><td>Service Duration</td><td>7 Years 0 Months 19 Days</td><td></td></tr> <tr><td>Leave Category</td><td>30</td><td></td></tr> <tr><td>Appointment date</td><td>7-Apr-16</td><td></td></tr> <tr><td>Joining/Rejoining/Encashment date</td><td>7-Apr-22</td><td></td></tr> <tr><td>Payment Type</td><td>d-Pay Card</td><td></td></tr> </table>						Basic Salary	QR	1,500	HRA	QR	-	Transport Allowance	QR	-	Telephone Allowance	QR	-	Cost of Living Allowance	QR	-	Food Allowance	QR	-	Other Allowance	QR	-	Total Package	QR	1,500	Service Duration	7 Years 0 Months 19 Days		Leave Category	30		Appointment date	7-Apr-16		Joining/Rejoining/Encashment date	7-Apr-22		Payment Type	d-Pay Card	
Basic Salary	QR	1,500																																										
HRA	QR	-																																										
Transport Allowance	QR	-																																										
Telephone Allowance	QR	-																																										
Cost of Living Allowance	QR	-																																										
Food Allowance	QR	-																																										
Other Allowance	QR	-																																										
Total Package	QR	1,500																																										
Service Duration	7 Years 0 Months 19 Days																																											
Leave Category	30																																											
Appointment date	7-Apr-16																																											
Joining/Rejoining/Encashment date	7-Apr-22																																											
Payment Type	d-Pay Card																																											
SALARY																																												
BASIC SALARY		From 1-Apr-23	to 26-Apr-23																																									
		0 days @ Or	50.00																																									
OVERTIME & COMMISSION																																												
OVERTIME		Mar-23	Apr-23	Mar-23	Apr-23																																							
Normal		0	0	0.00	0.00																																							
Holiday		0	42	0.00	393.75																																							
COMMISSION		Mar-23	Apr-23																																									
		0	606																																									
LEAVE SALARY FOR 2021-2022																																												
BASIC SALARY		From 7-Apr-22	to 8-Mar-23																																									
		30.00 days @ Or	30.00 days	50.00	1,500																																							
BASIC SALARY		From 7-Apr-23	to 26-Apr-23																																									
		1.70 days @ Or	1.70 days	50.00	85																																							
AIR TICKET EXIT																																												
Amount of air fare DOHA-Colombo SELF Full Fare QR.																																												
END OF SERVICE BENEFITS																																												
From		07-Apr-2016 to	26-Apr-2023	8,550																																								
(2576 Days)				(200)																																								
(1500 x 21 / 26 x 2576/ 365)				10,935																																								
Less: Recovery on account of loan and advances paid for expenses as per attached working.																																												
Less: Unauthorized absenteeism 00 day in 2023.																																												
NET TOTAL																																												
(Qrs.Ten Thousand Nine Hundred Thirty Five Only) <i>MAY 2023</i>																																												
Prepared by <i>MF</i> 07/05/2023 Accountant		Verified by <i>Anwar Qazi</i> Manager HR & Admin	Verified by <i>Mohamed Asthak</i> Chief Accountant	Approved by <i>Sameer Mohammed</i> Sr. Finance Manager	Approved by <i>Saheem Bhat</i> General Manager																																							
I, the undersigned, Mohammed Fenhas Abdul Samadu declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary, leave salary and end of service totaling QR.10,935 (Qrs.Ten Thousand Nine Hundred Thirty Five Only) vide Cheque No. _____																																												
I further declare that by receiving the total amount stated above, no further amounts of any type or origin remain due from Ummsaid Bakery to myself, successor or legal heirs and my signature below should be considered as a final and comprehensive settlement and discharge which cannot be revoked by me, successor or legal heir for any reason whatsoever.																																												
Name	MOHAMMED FENHAS ABDUL SAMADU																																											
Signature																																												
Date																																												

**State Of Qatar
Residency Permit**



دوله قطر
رخصه إقامة

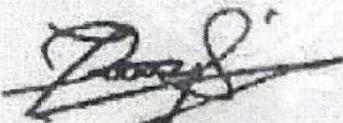
ID.No:	28814413241	الرقم الشخصي:	
D.O.B.:	07/01/1988	تاريخ الميلاد:	
Expiry:	26/01/2023	الصلاحية:	
Nationality:	SRILANKA	الجنسية:	
Occupation:	سائق	المهنة:	
الاسم: محمد فنهاس عبد الصمد			

Name: MOHAMMED FENHAS ABDUL SAMADU

Passport Number: N7709901 رقم جواز السفر:
Passport Expiry: 04/07/2028 تاريخ انتهاء الجواز:
Serial No: 30728814413241 السرقة المعمول:
Residency Type: عمل نوع الرخصة:
Employer: الشركة القطرية للصناعات الغذائية (فونتكو) المستخدم:

مدير علم الإدارة العامة للمجوازات
General Director of the General Directorate of Passports

توقيع حامل البطاقة



Ref: CHR/F3RA/23/55

Dated: 26th April 2023

To,

Mr. Mohammed Fenhas Abdul Samadu
Bakery Division
Van Salesman
Emp. Code:4481



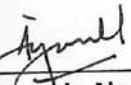
Subject : ACCEPTANCE OF YOUR RESIGNATION

Dear Mohammed Fenhas,

This refers to your resignation letter from the company's services.

The Management hereby accepts your resignation. You will be relieved from your responsibilities with effect from the closing hours of 26th April 2023.

You are requested to collect your final settlement after submitting the required internal clearance form to the Finance department.


Anjum Hussain Abedi
Senior Manager - HR & Admin


Saheem Ahmed Bhat
General Manager

CC:

- Sales Department
- HR & Admin
- Finance department

Attachments: Internal clearance form.



Internal Clearance Form

Date of Initiation: 27th April 2023

Full Name : Mohammed Fenhas Abdul Samadu Job Title : Van Salesman - European Employee Code : 4481 DOJ : 7 th April 2016 Last working day : 26 th April 2023 Department : Sales Business Unit : Ummsaid Bakery Reporting to : Nishad Aboobackar Date of leaving :				
Particulars	Condition Of Return	Recoveries If Any	Charge Taken By	Signature Of Head Of Department
DEPARTMENT			RAJKUMAR LAMA 7095	
• Files/Register/Documents • Manuals • Tools • Safety Equipment				
IT				
• Computer / Laptop • Flash Drive • Email ID Deactivation • Mobile Handset • Sim Card • Telephone • ERP login				
WORKSHOP	Good	-	-	
• Vehicle • Traffic Violation				
PROCUREMENT				
• Fuel tag				
STORES				
HR/ADMINISTRATION	from 7/4/22 to 26/4/23			
• Company Accommodation • Health Card • Insurance Card • Employee ID Card • Legal Case	N/A Will not be renewed online N/A Sponsorship Transfer Case N/A			
FINANCE	No Due Till 27/05/2023			
• Advance • Company Loan • Company Credit Card • Any Other • Bank Related o Personal Loan o Credit Card				

Signature (Employee): -

Unit - HR: - Anwar Qazi