



بنك دخان
DUKHAN BANK

A/C PAYEE ONLY

Main Branch

شركات
Corporate

رقم الشيك
Cheque No. 00007939

Date 06-Feb-2023

التاريخ

Pay to the order of **** MD FAIZ AHMAD ****
or bearer

إدفعوا لأمر
أو لحامله

Amount **** SIX THOUSAND FIVE HUNDRED ONLY ****
in words

المبلغ
بالحروف

رق
Q.R

6,500.00

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

⑈00007939⑈0⑈6340200⑈5⑈00000⑈100000792506⑈

P.O Box

E-mail:

كيوبيك
Qbake

Payment Advice

Payment Date : 06.02.2023

Document Number : 2360000080

MD FAIZ AHMAD

Supplier code :106017

Doha

QA -

Dear Sir / Madam,

Exchange rate :

Remarks : LE MD FAIZ AHAMAD#6263

Payment Method :

Invoice Ref.	Invoice Date	Invoice Amount	Withhold Tax	Other Deduction	Net Amount	Curr
00007939	06.02.2023	6,500.00	0.00	0.00	6,500.00	QAR
		6,500.00	0.00	0.00	6,500.00	QAR

Payment Detail(s)

Bank's Name / A/c No.	Cheque Number	Instrument Date	Amount	Currency
DUKHAN BANK	00007939	06.02.2023	6,500.00	QAR
		Total :	6,500.00	QAR

Amount in words : Qatari Riyal Six Thousand Five Hundred Dirham Only

Kindly acknowledge the receipt Thanking You

Authorized Signatory

[Handwritten Signature]

Receiver's Signature

Document Date/Time:06.02.2023/13:34:31

Ummsaid Bakery

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

كيوبيك
Qbake

مخبز مسعيد

(مملوك لشركة زاد القابضة ش.م.ق.ع.)

Service Period From: 04-03-22 To 02-02-23			
LEAVE ENCASHMENT	USB	OF Mr.MD FAIZ AHMAD	106017 - 6263
UPTO		2-Feb-23	
DEPARTMENT		Sales	
DESIGNATION		Data Analyst	

Basic salary	QR	2,500
HRA	QR	1,500
Transport Allowance	QR	-
Telephone Allowance	QR	-
Cost of Living Allowance	QR	-
Food Allowance	QR	1,000
Other Allowance	QR	5,000
Total Package		5,000
Service Duration	2 Years 10 Months 29 Days	
Leave Category	30	
Appointment date	4-Mar-20	
Joining/Rejoining/Encashment date	4-Mar-22	
Payment Type	Bank	

LEAVE ALLOWANCE			
From	4-Mar-22	to	2-Feb-23
(335 x 30) / 335 =	30.00	days @ Qr	83.33
			2,500

HOUSE RENT ALLOWANCE			
From	4-Mar-22	to	2-Feb-23
	30.00	days @ Qr	50.00
			1,500

AIR TICKET			
Amount of air fare	Economy Class		
Doha-Patna-Doha			
Self			
Full Fare QR. 2500			
			2,500

NET TOTAL			
			6,500

(Qrs.Six Thousand Five Hundred Only)

Prepared by	Verified by	Verified by	Verified by	Verified by	Approved by
Ansardeen	Wasim	Anwar Qazi	Mohamed Asthak	Sameer Mohammed	Saheem Bhat
Accountant	Sr. Executive HR	Asst. Manager HR & Admin	Chief Accountant	Sr. Finance Manager	General Manager

I, the undersigned Md Faiz Ahmad declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling Qr.6,500(Qrs.Six Thousand Five Hundred 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	MD FAIZ AHMAD
Signature	
Date	

State Of Qatar
Residency Permit



دولة قطر
رخصة إقامة

ID.No: 28535676569 الرقم الشخصي:
D.O.B.: 20/03/1985 تاريخ الميلاد:
Expiry: 03/03/2023 الصلاحية:
الجنسية: الهند



Nationality: INDIA

Occupation: مندوب مبيعات المهنة:

الاسم: ايم دي فيض احمد

Name: MD FAIZ AHMAD

Passport Number: N3763951 رقم جواز السفر:
Passport Expiry: 08/10/2025 تاريخ انتهاء الجواز:
Serial No: 30228535676569 المرقم الممثل:
Residency Type: عمل نوع الرخصة:
Employer: الشركة القطرية للصناعات الغذائية (فودكو) المستقدم:

مدير عام الإدارة العامة للجوازات
General Director of the General
Directorate of Passports

توقيع حامل البطاقة
Holder's signature





Leave Requisition Form

Part 1 (To be filled by Employee)
Date of Initiation: 23rd Jan 23

Full Name : Md Faiz Ahmad

Job Title : Data Analyst

Employee Code : 6263

Department : Sales

Business Unit : Qbake

Leave Type

Annual []

Encashment [✓]

Leave Without Pay []

Leave With Pay []

Leave Information

Leave From:

Leave up to :

No of Days :

Return to duty date:

Contact Details while on vacation

Telephone No. :

Mobile No. :

Address :

Email ID :

Signature of backup employee:


 ✓
 Signature of Employee

Part 2 (Department Approval – to be filled by Department Head)

Remarks (if any): To be purchased if due

 ✓
 Signature of Department Head

 23/01/23
 Date

Part 3 (Leave Eligibility – to be filled by HR)

DOJ : 04/03/20

Total leave taken :

Passport Expiry : -

QID Expiry : -

Leave Passage & Dependent Details:

From 04/03/22 To 02/02/23 - 30

Doha - Patna - Doha

Economy Class Air Ticket for self.

 ✓
 Unit – HR & Admin

Part 4 (Final Approval – to be filled by CEO/GM/VP)

No of Days :

Signature : ✓

Date : 25.1.23 ✓