

Ref: CHR/F3RA/24/89

Dated: 15th December 2024

To,

Mr. Hakeem Ibra Lebbe,
Bakery Division
Van Salesman
Emp. Code: 4769

Subject : **ACCEPTANCE OF YOUR RESIGNATION**

Dear Hakeem,

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 25th December 2024.

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


Anjum Hussain Abedi
Head – Human Resources & Admin

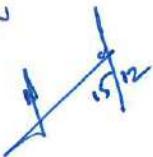

Adnan Meerji
General Manager

CC:

- Sales Department
- HR & Admin
- Finance department

Attachments: Internal clearance form.

Internal Clearance FormDate of Initiation: 12th December 2024

Full Name : Hakeem Ibra Lebbe Job Title : Van Salesman Employee Code : 4769 DOJ : 21 st March 2017 Last working day : 25 th December 2024 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 • Files/Register/Documents • Manuals • Tools • Safety Equipment			QAIM HUSSAIN 7097	
IT • Computer / Laptop • Flash Drive • Email ID Deactivation • Mobile Handset • Sim Card • Telephone • ERP login				
WORKSHOP • Vehicle • Traffic Violation	Good			
PROCUREMENT • Fuel tag				
STORES	✓	✓		
HR/ADMINISTRATION • Company Accommodation • Health Card • Insurance Card • Employee ID Card • Legal Case	NA Will not be renewed online NA Will be Canceled on LWD NA	From 21/8/23 To 25/10/24 <i>Qasim 15/10/23</i>		
FINANCE • Advance • Company Loan • Company Credit Card • Any Other • Bank Related ○ Personal Loan ○ Credit Card	No Due Takay 23/10/23			

Signature (Employee): -

Unit - HR: - Anwar Qazi

OVERTIME HOURS OF SALES TEAM FOR THE MONTH OF NOVEMBER-2024

	1/Nov/24	2/Nov/24	3/Nov/24	4/Nov/24	5/Nov/24	6/Nov/24	7/Nov/24	8/Nov/24	9/Nov/24	10/Nov/24	11/Nov/24	12/Nov/24	13/Nov/24	14/Nov/24	15/Nov/24	16/Nov/24	17/Nov/24	18/Nov/24	19/Nov/24	20/Nov/24	21/Nov/24	22/Nov/24	23/Nov/24	24/Nov/24	25/Nov/24	26/Nov/24	27/Nov/24	28/Nov/24	29/Nov/24	30/Nov/24	Total	Normal OT	Friday/ Holiday OT		
Emp Code/ Route	Employee Name	Section	Supervisor	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
4769	Extra	Hakeem Ibra Lebbe	ECA	Venket	6	P	P	P	P	P	P	P	P	P	P	P	6	P	P	P	P	P	P	P	6	P	P	P	P	P	6	P	30		30

A=ABSENT

P=PRESENT

ML=MEDICAL LEAVE

L=LEAVE

Prepared by
Mohd. Monsur Alam

M. Monsur
Alam.

15.12.24

Verified by
Sr. Sales Manager/Sr. BDM

Checked by
Manager, HR & Admin.

Approved by
GM

M. Monsur
Alam.

15.12.24

15.12.24

Fare sheet for the Month of Dec 2024

Destination		Economy Class - OW				Economy Class - RT		
		Adult	Child	Infant		Adult	Child	Infant
ABUJA	NIGERIA	2920	2300	500		5100	3750	980
AMRITSAR	INDIA	1850	1530	380		4100	3300	750
AMMAN	JORDAN	1250	1030	250		2250	1850	700
ASMARA	ERITREA	1830	1650	300		4750	4150	400
AHMEDABAD	INDIA	1360	1120	300		2850	2450	530
ALGERIS	ALGERIA	2050	1650	420		3450	2750	630
ALEXANDRIA	EGYPT	1480	1200	300		3300	2850	810
AURANGABAD	INDIA	1400	1200	300		2550	2150	380
ADDIS ABABA	ETHIOPIA	1600	1300	300		2800	2340	450
BANGALORE	INDIA	1400	1140	280		2900	2450	570
BHUBANESHWAR	INDIA	1640	1240	280		2470	2180	350
BELGAUM	INDIA	1450	1450	350		2450	2450	550
BHOPAL	INDIA	1580	1300	230		2550	2100	330
BEIRUT	LEBANON	1400	1120	280		3100	2520	550
CALICUT	INDIA	1520	1240	310		2660	2200	540
CASABLANCA	MOROCCO	2500	1930	440		3980	3200	720
CAIRO	EGYPT	930	780	200		1800	1500	480
COCHIN	INDIA	1400	1150	300		2550	2100	520
CHENNAI	INDIA	1520	1230	310		2800	2250	550
COLOMBO	SRILANKA	1580	1280	300		2200	1850	440
COIMBATORE	INDIA	1450	1180	280		2650	2100	550
CHITTAGONG	BANGLADESH	1350	1100	300		2940	2370	650
CHICAGO	USA	4080	3250	800		7170	5650	1450
DAMASCUS	SYRIA	1680	1300	290		2950	2350	550
DOUALA	CAMEROON	2550	2150	280		5850	4950	1020
DELHI	INDIA	1500	1250	300		2850	2350	570
DHAKA	BANGLADESH	1450	1200	320		2960	2400	640
FAISALABAD	PAKISTAN	1300	1060	260		2300	2000	520
GOA	INDIA	1400	1150	300		3750	3000	700
HYDERABAD	INDIA	1550	1250	310		2750	2250	520
ISTANBUL	TURKEY	1750	1420	300		2920	2380	490
JAIPUR	INDIA	1600	1220	320		2500	1980	460
ISLAMABAD	PAKISTAN	1150	1000	250		1850	1600	550
KARACHI	PAKISTAN	1150	1000	250		1850	1600	550
KATHMANDU	NEPAL	2470	1950	280		2950	2400	580
KANNUR	INDIA	1000	1000	440		2250	2250	540
KABUL	AFGANISTAN	1550	1230	260		3700	3700	510
KHARTOUM	SUDAN	2080	1720	380		3450	2750	750
KUALALUMPUR	MALAYSIA	2950	2300	350		5200	4180	660
KOLKOTTA	INDA	1530	1250	310		2950	2400	550
LAGOS	NIGERIA	2550	2000	460		4650	3750	760
LUKNOW	INDIA	1350	1140	300		2500	2100	500
LAHORE	PAKISTAN	1200	980	250		1980	1680	560
MOGADISHU	SOMALIA	2360	1920	450		3960	3130	690

UMM SAID BAKERY
SALES COMMISSION FOR THE MONTH OF DECEMBER-2024
ARABIC & EUROPEAN BAKERY DIVISION

Emp. Code	Name	Route No	Vehicle type	Target - December-2024			Actual Sales/Returns			Achievement %	Commission (QAR)				
				Gross sales	Sales Return	Net Sales	Sales Return %	Gross sales	Sales Return	Net Sales	Sales Return %				
65231	Shifas Patelji Aliya	ECA - MT 16	Hi Roof - Toyota	96,583	5,843	90,738	6.05%	86,337	6,364	79,773	7%	87.32%	120,31%	1,500.00	726
47650	Hakeem Ibra Lebbe	ECA - IMP 11	Hi Roof - Toyota	58,425	3,363	55,062	5.76%	50,815	3,391	47,824	18%	75.56%	307,31%	50.00	323
Grand total				155,006	9,206	145,800	5.9%	136,853	15,355	121,508	11.1%	83.4%	187.7%	1,048	

*Shamim Abdul Rassak
Accountant*

*Mohammad Sardar
Assistant Manager - Finance*

*Nishad Aboobacker
Sr. Manager - Sales*

*Mohammed Sameer
Sr. Manager - Sales*

*Adnan Maerji
General Manager*