



بنك دخان
DUKHAN BANK

شركات
Corporate

رقم الشيك
Cheque No. 00009914

17-Dec-2023

التاريخ

Main Branch

Date

SECURITY INKSTAIN PRESS

Pay to the order of ** MAQSUD ALI SYED AHMED SYED **

لدفعوا لأمر
أو لحامله

Amount ** FIVE THOUSAND FIVE HUNDRED FORTY TWO ONLY ** المبلغ
in words بالحرروف

رقم
Q.R.

5,542.00

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 ذئم أسفل الخط

٠٠٠٠٩٩١٤٠١٦٣٤٠٢٠١٥٠٠٠٠١٠٠٠٠٧٩٢٥٦٠

PAYMENT ADVICE

Ummasaid Bakery Qatar

Al Meena Street

P.O. BOX: 1444 Doha Qatar

Email: info@qbake.qa



PAYEE NAME : MAQSUD ALI SYED AHMED SYED

Paym Date: 17.12.2023

107323

Doc.No: 2334044523

MAQSUD ALI SYED AHMED SYED

Payment Method :

DOHA-Doha

Exch.rate:

Remarks:

Ref. Doc. No	Posting Date	DC Type	Sup. Doc. No	Sup. Doc. Date	Currency	Doc Amount	Adjustment	Pay. Amount
2333002628	17.12.2023	KR	00009914	17.12.2023	QAR	5,542.00		5,542.
Total						5,542.00	0.00	5,542.

Bank Name	AC No.	Cheque No	Cheque Date	Currency	Amount	Remarks
DUKHAN BANK	100000792506	00009914	Dec 17, 2023	QAR	5,542.00	

Amount in Words : Qatari Riyal Five Thousand Five Hundred Forty-Two Only

Created

Verified

Authorised

Receiver's Details

Kindly Acknowledge the receipts

Name :

Signature :

Payment Request Approvals

Pay. Req. Ref	PR Date	Creator	Level 1	Level 2	Level 3	Level 4	Level 5

		Service Period From: 29-01-23 To 03-01-24		
107323 - 7145	LEAVE SETTLEMENT OF Mr.	USB	MAQSUD ALI SYED AHMED SYED	
TO BE RECEIVED ON	3-Jan-24	Basic Salary	QR	2,500
DEPARTMENT	Production	HRA	QR	-
DESIGNATION	Production Supervisor	Transport Allowance	QR	-
		Telephone Allowance	QR	-
		Cost of Living Allowance	QR	-
		Food Allowance	QR	-
		Other Allowance	QR	-
		Total Package	QR	2,500
		Service Duration	0 Years 11 Months 1 Days	
		Leave Category	30	
		Appointment date	29-Jan-23	
		Joining/Rejoining/Encashment date	29-Jan-23	
		Payment Type	d-Pay Card	
SALARY				
BASIC SALARY				
From	1-Jan-24	to	3-Jan-24	
	3	days @ Qr	80.65	242 ✓
LEAVE SALARY				
From	29-Jan-23	to	30-Dec-23	
(335 x 30) / 335 =	30.00	days @ Qr	83.33	2,500
AIR TICKET				
Amount of air fare				
Doha-Mumbai-Doha	Economy Class			
SELF				
Full Fare QR. 2800				
NET TOTAL				
(Qrs.Five Thousand Five Hundred Forty Two Only)				
Prepared by 10/1/23 Ansardeen Accountant	Verified by 11/1/23 Anwar Qazi Manager HR & Admin	Verified by 11/1/23 Mohamed Asthak Chief Accountant	Verified by 19 DEC 2023 Sameer Mohammed Sr. Finance Manager	Approved by 19 DEC 2023 Sabeen Bhai General Manager
I, the undersigned Maqsud Ali Syed Ahmed Syed declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling QR.5,542 (Qrs.Five Thousand Five Hundred Forty Two 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	MAQSUD ALI SYED AHMED SYED			
Signature				
Date				

Leave Requisition FormPart 1 (To be filled by Employee)

Date of Initiation: 02/12/2023

Full Name	Syed Magsud Ahemad ALI		
Job Title	Supervisor	Employee Code	7145
Department	Azobic	Business Unit	ummasaid

Leave Type

Annual [] Encashment [] Leave Without Pay [] Leave With Pay []

Leave Information

Leave From: 04/01/24 Leave up to: 17/02/24 No of Days: 45 Return to duty date: 18/02/24

Contact Details while on vacation

Telephone No.	Mobile No.
Address: Ambe Jorai - Beer	Email ID:
Backup employee during leave period based on discussion with Dept. Head: Accounts Dept.	Signature of backup employee: 1002 = Panengoden Wilson <i>Amber</i>

RECEIVED
10 DEC 2023

Signature of Employee

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

Remarks (if any):

*must**09/12/23*

3-12-2023

Date

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

DOJ: 29/1/23

Total leave taken:

No Vacation Since DOJ.

Passport Expiry: 31/5/32

QID Expiry:

20/1/24 - To be renewed.

Leave Passage & Dependent Details:

From 29/1/23 To 30/12/23 - 30 days

Doha - Mumbai - Doha

Economy Class Air Ticket for Self.

10/12/23
10/12/23

Unit - HR & Admin

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

No of Days:

45

Signature:

Natalia

Date:

10/12/23

**State Of Qatar
Residency Permit**



**دولة قطر
رخصة إقامة**

ID.No:	29835623778	الرقم الشخصي:	
D.O.B.:	08/01/1998	تاريخ الميلاد:	
Expiry:	28/01/2024	الصلاحية:	
	الهند	الجنسية:	
Nationality:	INDIA		
Occupation:	مندوب مبيعات	المهنة:	
الاسم: مقصود علي سيد احمد سيد			



Name: MAQSUD ALI SYED AHMED SYED