

Ref: CHR/F3RA/24/89

Dated: 15<sup>th</sup> 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 25<sup>th</sup> 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 Meerzi  
General Manager

CC:

- Sales Department
- HR & Admin
- Finance department

Attachments: Internal clearance form.

**Internal Clearance Form**Date of Initiation: 12<sup>th</sup> December 2024

Full Name : Hakeem Ibra Lebbe

Job Title : Van Salesman

Employee Code : 4769

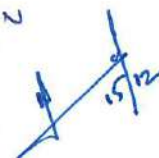



DOJ : 21<sup>st</sup> March 2017Last working day : 25<sup>th</sup> December 2024

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
<b>DEPARTMENT</b> <ul style="list-style-type: none"> <li>Files/Register/Documents</li> <li>Manuals</li> <li>Tools</li> <li>Safety Equipment</li> </ul>			QAIM HUSSAIN 7097	
<b>IT</b> <ul style="list-style-type: none"> <li>Computer / Laptop</li> <li>Flash Drive</li> <li>Email ID Deactivation</li> <li>Mobile Handset</li> <li>Sim Card</li> <li>Telephone</li> <li>ERP login</li> </ul>				
<b>WORKSHOP</b> <ul style="list-style-type: none"> <li>Vehicle</li> <li>Traffic Violation</li> </ul>	Good			
<b>PROCUREMENT</b> <ul style="list-style-type: none"> <li>Fuel tag</li> </ul>				
<b>STORES</b>				
<b>HR/ADMINISTRATION</b> <ul style="list-style-type: none"> <li>Company Accommodation</li> <li>Health Card</li> <li>Insurance Card</li> <li>Employee ID Card</li> <li>Legal Case</li> </ul>	From 21/3/23 To 25/12/24 NA Will not be renewed online NA Will be Canceled on LWD NA			
<b>FINANCE</b> <ul style="list-style-type: none"> <li>Advance</li> <li>Company Loan</li> <li>Company Credit Card</li> <li>Any Other</li> <li>Bank Related               <ul style="list-style-type: none"> <li>Personal Loan</li> <li>Credit Card</li> </ul> </li> </ul>	No Due July 23/12/24			

Signature (Employee): -

Unit - HR: - Anwar Qazi



**OVERTIME HOURS OF SALES TEAM FOR THE MONTH OF DECEMBER-2024**

			MONTH																																		
1/Dec/24			Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	
			-	-	-	-	-	-	-	6.0	-	-	-	-	-	-	6.0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6.0			
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	31	Total	Normal	OT
4769	Extra	Hakeem Ibra Lebbe	ECA	Venket	P	P	P	P	P	6.0	P	P	P	P	P	6.0	P	P	P	P	8.0	P	P	P	P	P	P								20		20

A=ABSENT  
P=PRESENT  
ML=MEDICAL LEAVE  
L=LEAVE

Prepared by  
Mohd. Monzur Alam

*M.A.M.*  
15-12-24

Verified by  
Sr. Sales Manager/Sr. BDM

*for*

Checked by  
Manager, HR & Admin.

*15-12-24*

Approved by  
GM

*[Signature]*



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	INDIA	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

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Umm Said Bakery  
SALES COMMISSION FOR THE MONTH OF DECEMBER-2024  
ARABIC & EUROPEAN BAKERY DIVISION

SALES ROUTES UNDER NORMAL SALES COMMISSION POLICY															
		Target-December-2024						Actual Sales/Returne				Achievement %		Commission (QAR)	
Emp/Code	Name	Route No	Vehicle type	Gross sales	Sales Return	Net Sales	Sales Return %	Gross sales	Sales Return	Net Sales	Sales Return %	Sales	State	Sales & State	Total
6523	Shifas Palaji Aljair	ECA - MT 16	H Roof - Toyota	96,581	5,843	90,738	6.05%	86,037	6,264	79,773	7%	87.92%	120.38%	1,500.00	726
4769	Hakeem Ibra Lebbe	ECA - MP 11	H Roof - Toyota	58,425	3,363	55,062	5.76%	50,815	8,991	41,824	18%	75.96%	307.37%	500.00	323
Grand Total				155,006	9,206	145,800	5.9%	136,853	15,255	121,598	11.1%	83.4%	187.7%		1,048

Shamir Abdul Rassak  
Accountant

Mohammad Salfar  
Assistant Manager - Finance

Nisfad Abobackar  
Sr. Manager - Sales

Mohammad Sameer  
Sr. Manager - Sales

Adnan Meerji  
General Manager