

## **Habibullah Ahmed**

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**From:** Shehzad Shaikh  
**Sent:** Tuesday, June 28, 2022 8:21 AM  
**To:** Habibullah Ahmed  
**Cc:** Belal Ayyubi; Hamdy Abo Al Qassim  
**Subject:** FW: approval required for personal loan request of three QDC employees

Dear Habib

Requesting you to kindly process the dues and loan for Hedaiya at the earliest as he would be going on leave.

Thanks and Regards

Shehzad Shaikh  
Manager - Human Resources



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**From:** Anjum Hussain <[anjum@zad.qa](mailto:anjum@zad.qa)>  
**Sent:** Tuesday, June 28, 2022 6:27 AM  
**To:** Shehzad Shaikh <[shehzad@qdc.qa](mailto:shehzad@qdc.qa)>  
**Cc:** Hamdy Abo Al Qassim <[hamdy@qdc.qa](mailto:hamdy@qdc.qa)>  
**Subject:** FW: approval required for personal loan request of three QDC employees

Dear Shehzad,

Designation	Merchandiser	Cleaning Supervisor	Store Keeper
Date of Joining	26-Mar-18	06-Feb-16	26-Apr-00
Reason for Personal Loan	house repair	sister's marriage	house repair
Basic Salary (QAR)	1,400	3,000	3,600
Gross Salary (QAR)	1,500	4,850	3,750
Amount Requested (QAR)	3,500	7,000	6,000
Loan to be Granted (QAR)	2,500 ✓	5,000	5,000
Total EOSB ( as on 20th Jun' 22)	4,814	15,488	50,873
75 % of EOSB	3,611	11,616	38,154
Deduction per month (QAR)	250	500	500
Number of installments for recovery	10	10	10
GM Recommendation	Yes	Yes	Yes

Submitting these cases for your consideration and approval.

Thanks and Regards,

Anjum Hussain  
Senior Manager - Human Resources & Admin



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