



بنك دخان  
DUKHAN BANK

Main Branch

شركات  
Corporate

رقم الشيك  
Cheque No. 00009522

Date 19-Mar-2023 التاريخ

Pay to the order of **\*\* MOHAMMAD KALEEM AHMAD \*\***  
or bearer

إدفعوا لأمر  
أو لحامله

Amount **\*\* THREE THOUSAND NINE HUNDRED TWELVE ONLY \*\***  
in words

المبلغ  
بالحروف

رق  
Q.R

3,912.00

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

0000952201634020015100000100000792506

Ummsaid Bakery Qatar

Al Meena Street

P.O Box 1444 Doha Qatar

E-mail: info@qbake.qa

كيوبيك  
Qbake

**Payment Advice**

**Payment Date : 19.03.2023**

Document Number : 2360000271

GL Account :

Payee Name :

Exchange rate :

Remarks : LE KALEEM AHMED#6495

Payment Method :

Ref.Document.no	Document Date	Document Amount	Other Deduction	Net Amount	Curr
00009522	19.03.2023	3,912.00	0.00	3,912.00	QAR
		3,912.00	0.00	3,912.00	QAR

**Payment Detail(s)**

Bank's Name / A/c No.	Cheque Number	Instrument Date	Amount	Currency
DUKHAN BANK	00009522	19.03.2023	3,912.00	QAR
100000792506		<b>Total :</b>	3,912.00	QAR

Amount in words : Qatari Riyal Three Thousand Nine Hundred Twelve Only

Kindly acknowledge the receipt

Thanking You

Prepared By

7

Verified By

Signature

Authorized By

Signature

Receiver's Signature

Document Date/Time:19.03.2023/13:41:32

**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: 09-10-21 To 10-03-23			
<b>LEAVE ENCASHMENT</b>		<b>USB</b>	
<b>UPTO</b>		<b>OF Mr. MOHAMMAD KALEEM AHMAD</b>	
10-Mar-23		106357 - 6495	
<b>DEPARTMENT</b>		Sales	
<b>DESIGNATION</b>		HHT - Coordinator	

Basic salary	QR	1,200
HRA	QR	-
Transport Allowance	QR	-
Telephone Allowance	QR	-
Cost of Living Allowance	QR	-
Food Allowance	QR	300
Other Allowance	QR	-
<b>Total Package</b>	<b>QR</b>	<b>1,500</b>
Service Duration	1 Years 5 Months 1 Days	
Leave Category	21	
Appointment date	9-Oct-21	
Joining/Rejoining/Encashment date	9-Oct-21	
Payment Type	d-Pay Card	

<b>LEAVE ALLOWANCE</b>			
From	9-Oct-21	to	10-Mar-23
( 517 x 21 ) / 344 =	31.56	days @ Qr	40.00
			1,262

<b>HOUSE RENT ALLOWANCE</b>			
From	9-Oct-21	to	10-Mar-23
	31.56	days @ Qr	-
			0

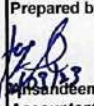
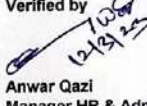
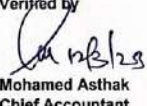


  

<b>AIR TICKET</b>			
Amount of air fare	Economy Class		2,650
Doha-New Delhi-Doha			
Self			
Full Fare QR. 2650			

<b>NET TOTAL</b>	<b>3,912</b>
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( Qrs.Three Thousand Nine Hundred Twelve Only )

Prepared by  Wasim Sr. Executive HR	Verified by  Anwar Qazi Manager HR & Admin	Verified by  Mohamed Asthak Chief Accountant	Verified by  Sameer Mohammed Sr. Finance Manager	Approved by  Sameer Shah General Manager
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I, the undersigned, Mohammad Kaleem Ahmad declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling Qr.3,912( Qrs.Three Thousand Nine Hundred Twelve 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	MOHAMMAD KALEEM AHMAD
Signature	_____
Date	_____

ص.ب: 1444، الدوحة، قطر. الهاتف: +966 4441 5000، الفاكس: +966 4441 4973 | سجل تجاري رقم: ٤٣٩٧٣

P.O. Box: 1444, Doha, Qatar. Tel.: +974 4441 5000, Fax: +974 4431 4973, E-mail: info@qbake.qa | Website: www.qbake.qa | C.R. No.: 43972



State Of Qatar  
Residency Permit



دولة قطر  
رخصة إقامة

ID.No: 28535671423 الرقم الشخصي:  
D.O.B.: 28/04/1985 تاريخ الميلاد:  
Expiry: 05/10/2022 الصلاحية:  
الجنسية: الهند



Nationality: INDIA

Occupation: م ن د و ب م ب ي ع ات المهنة:

الاسم: محمد كلیم احمد

Name: MOHAMMAD KALEEM AHMAD

Passport Number: N6023702 رقم جواز السفر:  
Passport Expiry: 14/12/2025 تاريخ انتهاء الجواز:  
Serial No: 30328535671423 الرقم المسلسل:  
Residency Type: عمل نوع الرخصة:  
Employer: مخبز امسعيد 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: 06-03-2023

Full Name : MOHAMMAD KALEEM AHMED

Job Title : HHT COORDINATOR

Employee Code : 6495

Department : SALES

Business Unit : Q.BAKE

**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. : 50220242

Address :

Email ID : kaleemahmad037@gmail.com

Backup employee during leave period based on discussion with Dept. Head:

Signature of backup employee:



Signature of Employee

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

Remarks (if any):

Signature of Department Head

Date

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

DOJ: 09/10/21

Total leave taken :

Passport Expiry : —

QID Expiry : —

Leave Passage &amp; Dependent Details:

From 09/10/21 To 10/03/23 - 31.50

Doha - New Doha - Doha

Economy Class Air Ticket for self.

Unit – HR &amp; Admin

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

No of Days :

Signature :

Date:

9.3.23