

Service Period From: 15-05-17 To 15-07-24																																																							
FULL AND FINAL SETTLEMENT OF Mr. USB		MOHAMED OMAR MWAZEWE																																																					
TO BE RECEIVED ON		15-Jul-24																																																					
DEPARTMENT		Production																																																					
DESIGNATION		Labour																																																					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Basic Salary</td> <td style="width: 10%; text-align: right;">QR</td> <td style="width: 10%; text-align: right;">1,000</td> <td style="width: 20%;"></td> </tr> <tr> <td>HRA</td> <td style="text-align: right;">QR</td> <td style="text-align: right;">-</td> <td></td> </tr> <tr> <td>Transport Allowance</td> <td style="text-align: right;">QR</td> <td style="text-align: right;">-</td> <td></td> </tr> <tr> <td>Telephone Allowance</td> <td style="text-align: right;">QR</td> <td style="text-align: right;">-</td> <td></td> </tr> <tr> <td>Cost of Living Allowance</td> <td style="text-align: right;">QR</td> <td style="text-align: right;">-</td> <td></td> </tr> <tr> <td>Food Allowance</td> <td style="text-align: right;">QR</td> <td style="text-align: right;">-</td> <td></td> </tr> <tr> <td>Other Allowance</td> <td style="text-align: right;">QR</td> <td style="text-align: right;">300</td> <td></td> </tr> <tr> <td>Total Package</td> <td style="text-align: right;">QR</td> <td style="text-align: right;">1,300</td> <td></td> </tr> <tr> <td>Service Duration</td> <td colspan="3">7 Years 2 Months 0 Days</td> </tr> <tr> <td>Leave Category</td> <td colspan="3">30</td> </tr> <tr> <td>Appointment date</td> <td colspan="3">15-May-17</td> </tr> <tr> <td>Joining/Rejoining/Encashment date</td> <td colspan="3">15-May-23</td> </tr> <tr> <td>Payment Type</td> <td colspan="3">D-PAY</td> </tr> </table>				Basic Salary	QR	1,000		HRA	QR	-		Transport Allowance	QR	-		Telephone Allowance	QR	-		Cost of Living Allowance	QR	-		Food Allowance	QR	-		Other Allowance	QR	300		Total Package	QR	1,300		Service Duration	7 Years 2 Months 0 Days			Leave Category	30			Appointment date	15-May-17			Joining/Rejoining/Encashment date	15-May-23			Payment Type	D-PAY		
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Payment Type	D-PAY																																																						
SALARY																																																							
BASIC SALARY																																																							
From	1-Jul-24	to	15-Jul-24																																																				
	15	days @ Qr	32.26																																																				
			484																																																				
FOOD ALLOWANCE																																																							
From	1-Jul-24	to	15-Jul-24																																																				
	15.00	days @ Qr	9.68																																																				
			145																																																				
OVERTIME & COMMISSION																																																							
OVERTIME	Hours		Amount																																																				
	Jun-24	Jul-24																																																					
Normal	84	68																																																					
			437.50																																																				
Holiday	20	24																																																					
			150.00																																																				
			792																																																				
			275																																																				
LEAVE SALARY																																																							
BASIC SALARY																																																							
From	15-May-23	to	14-Apr-24																																																				
(335 x 30) / 335 =	30.00	days @ Qr	30.00 days																																																				
			33.33																																																				
			1,000																																																				
PRO-RATA LEAVE SALARY																																																							
BASIC SALARY																																																							
From	14-May-24	to	15-Jul-24																																																				
(62 x 30) / 335 =	5.55	days @ Qr	5.55 days																																																				
			33.33																																																				
			185																																																				
AIR TICKET EXIT																																																							
Amount of air fare DOHA-Nairobi			1,850																																																				
SELF																																																							
Full Fare QR. 1850																																																							
END OF SERVICE BENEFITS																																																							
From	15-May-2017 to	15-Jul-2024	5,795																																																				
(2619 Days)																																																							
(1000 x 21 / 26 x 2619/ 365)																																																							
Less: One month notice period to be paid																																																							
Less: Recovery on account of loan and advances paid for expenses as per attached working.																																																							
Less: Unauthorized absenteeism 05 day in 2024.																																																							
NET TOTAL			(217)																																																				
(Qrs.Ten Thousand Three Hundred Nine Only)			10,309																																																				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Prepared by</td> <td style="width: 20%;">Verified by</td> <td style="width: 20%;">Verified by</td> <td style="width: 20%;">Verified by</td> <td style="width: 20%;">Approved by</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Mohamed Faheem</td> <td>Anwar Qazi</td> <td>Fahad Ahmad</td> <td>Sameer-Mohammed</td> <td>Adnan Meerji</td> </tr> <tr> <td>Accounts Executive</td> <td>Manager HR & Admin</td> <td>Asst. Manager - Finance</td> <td>Sr. Finance Manager</td> <td>General Manager</td> </tr> </table>				Prepared by	Verified by	Verified by	Verified by	Approved by						Mohamed Faheem	Anwar Qazi	Fahad Ahmad	Sameer-Mohammed	Adnan Meerji	Accounts Executive	Manager HR & Admin	Asst. Manager - Finance	Sr. Finance Manager	General Manager																																
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I, the undersigned Mohamed Omar Mwazewe declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary, leave salary and end of service totaling Qr.10,309(Qrs.Ten Thousand Three Hundred Nine 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 MOHAMED OMAR MWAZEWE																																																							
Signature _____																																																							
Date _____																																																							