

Main Branch

شركات
Corporate

رقم الشيك 00009842
Cheque No.

20-Aug-2023

Date _____ التاريخ _____

Pay to the order of **** MOHAMED ABULAI MOHAMED LATHEEF ****
or bearer

إدفعوا لأمر
أو لحامله

Amount **** FOUR THOUSAND SIX HUNDRED TWENTY THREE ONLY** 2
in words _____ 6

المبلغ
بالحروف

رق
QR

4,623.00

★★

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

⑈0000984 2⑈0!6340 200 15!⑈00000 100000 79 2506⑈

Ummsaid Bakery Qatar

Al Meena Street

P.O Box 1444 Doha Qatar

E-mail: info@qbake.qa

كيوبيك
Qbake

Payment Advice

Payment Date : 20.08.2023

Document Number : 2334029266

Supplier code :107019

Mohamed Abulais Mohamed Latheef

DOHA

QA -

Dear Sir / Madam,

Exchange rate :

Remarks : MOHAMED ABULAIS#6892

Payment Method :

Ref.Document.no	Document Date	Document Amount	Other Deduction	Net Amount	Curr
00009842	20.08.2023	4,623.00-	0.00	4,623.00-	QAR
		4,623.00	0.00	4,623.00	QAR

Payment Detail(s)

Bank's Name / A/c No.	Cheque Number	Instrument Date	Amount	Currency
DUKHAN BANK	00009842	20.08.2023	4,623.00	QAR
100000792506		Total :	4,623.00	QAR

Amount in words : Qatari Riyal Four Thousand Six Hundred Twenty-Three Only

Kindly acknowledge the receipt

Thanking You

Prepared By

[Signature]

Verified By

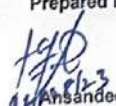
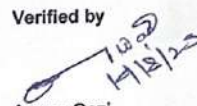
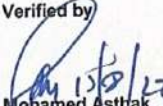
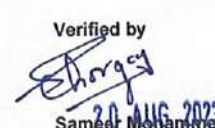

[Signature]

Authorized By

[Signature]

Receiver's Signature

Document Date/Time:20.08.2023/14:35:16

Service Period From: 04-09-22 To 01-09-23			
107019 - 6892	LEAVE SETTLEMENT OF Mr.	USB	MOHAMED ABULAIS MOHAMED LATHEEF
TO BE RECEIVED ON	1-Sep-23	Basic Salary	QR 2,200
DEPARTMENT	Stores	HRA	QR -
DESIGNATION	Storekeeper	Transport Allowance	QR -
		Telephone Allowance	QR -
		Cost of Living Allowance	QR -
		Food Allowance	QR -
		Other Allowance	QR -
		Total Package	QR 2,200
		Service Duration	0 Years 11 Months 1 Days
		Leave Category	30
		Appointment date	4-Sep-22
		Joining/Rejoining/Encashment date	4-Sep-22
		Payment Type	d-Pay Card
SALARY			
BASIC SALARY			
From	1-Sep-23	to	1-Sep-23
	1	days @ Qr	73.33
			73
LEAVE SALARY			
BASIC SALARY			
From	4-Sep-22	to	5-Aug-23
(335 x 30) / 335 =	30.00	days @ Qr	73.33
			2,200
AIR TICKET			
Amount of air fare	Economy Class		2,350
Doha-Colombo-Doha			
SELF			
Full Fare QR. 2350			
NET TOTAL			4,623
(Qrs.Four Thousand Six Hundred Twenty Three Only)			
Prepared by	Verified by	Verified by	Approved by
 Anwar Qazi Accountant	 Anwar Qazi Manager HR & Admin	 Mohamed Asthak Chief Accountant	 Sameer Mohammed Sr. Finance Manager
 Sameer Blat General Manager			
I, the undersigned Mohamed Abulais Mohamed Latheef declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling Qr.4,623(Qrs.Four Thousand Six Hundred Twenty Three 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 ABULAIS MOHAMED LATHEEF		
Signature	_____		
Date	_____		

State Of Qatar
Residency Permit



دولة قطر
رخصة إقامة

ID.No: 29714406916

الرقم الشخصي:

D.O.B.: 27/08/1997

تاريخ الميلاد:

Expiry: 03/09/2023

الصلاحية:

سريلانكا

الجنسية:

Nationality: SRILANKA

Occupation: سائق


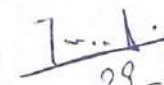

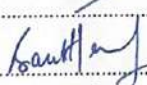
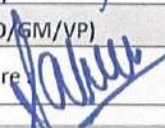
المهنة:

الاسم: محمد ابوليث محمد لطيف



Name: MOHAMED ABULAIS MOHAMED LATHEEF

Leave Requisition Form

Part 1 (To be filled by Employee)		Date of Initiation:	
Full Name : MOHAMED ABULAIS ✓			
Job Title : STORE KEEPER	Employee Code : 6892		
Department : STORE	Business Unit : UNITED BAKERY		
Leave Type			
Annual <input checked="" type="checkbox"/> Encashment <input type="checkbox"/> Leave Without Pay <input type="checkbox"/> Leave With Pay <input type="checkbox"/>			
Leave Information			
Leave From: 02.09.2023 ✓	Leave up to : 12.10.2023	No of Days : 40	Return to duty date: 13.10.2023
Contact Details while on vacation			
Telephone No. :		Mobile No. : +94 0758070656	
Address : BATTICALOA		Email ID : laism777@gmail.com	
Backup employee during leave period based on discussion with Dept. Head:		Signature of backup employee:	
 29/7/23		 29-07-2023	
 29/07/23		Signature of Employee	
Part 2 (Department Approval – to be filled by Department Head)			
Remarks (if any):			
 Signature of Department Head		30/7/23 Date	
Part 3 (Leave Eligibility – to be filled by HR)			
DOJ : 4/9/22 ✓		Total leave taken : No Vacation Since DOJ.	
Passport Expiry : 22/10/31		QID Expiry : 3/9/23 [To be Renewed]	
Leave Passage & Dependent Details:			
From 4/9/22 To 5/8/23 - 30			
Doha - Colombo - Doha			
Economy Class Air Ticket for self.			
Unit – HR & Admin			
Part 4 (Final Approval – to be filled by CEO/GM/VP)			
No of Days : 40	Signature: 		Date : 18/7/23