AMERICAN AIRE

Find something here...

Maliha
Super Admin

Hello, **Maliha**

MAIN MENU

- **Dashboard**
- HR & Admin
- Inventoroy
- Sales
- **Warrenty & Service**
  - Complaint / Issue
  - Prepare Job Card
  - Tachnician Movement
  - Spare Parts Requsition
  - Tools Requsition
  - Service Bill
  - Setting
    - Technician Info

$ 80,005
45% This Week
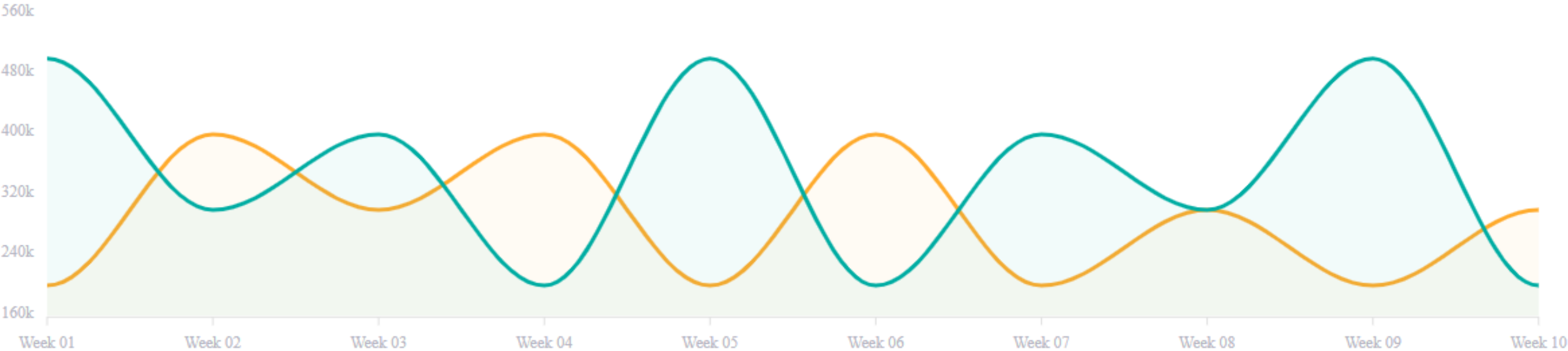
$ 80,005
45% This Week

$ 80,005
20% This Week

$ 80,005
65% This Week

Market Overview

Lorem ipsum dolor sit amet, consectetur

○ BTC   ○ XRP   ○ ETH   ○ ZEC

Weekly (2021) ⌄

560k
480k
400k
320k
240k
160k

Week 01 | Week 02 | Week 03 | Week 04 | Week 05 | Week 06 | Week 07 | Week 08 | Week 09 | Week 10

Dashboard
Personal Information
Related Information
Leave
Attendance
Setting

$ 80,005
45% This Week

$ 80,005
45% This Week

$ 80,005
20% This Week

$ 80,005
65% This Week

Attendance:

» Attendance download for the attendance device in excel format and upload to the ERP system
» Manual attendance also introduces an employee outside to office
» Late attendance count form 9:30 AM and out-time must be started after 5:00 PM
» If out-time is not found on Thursday then that day is treated as absent
» Yearly 14 govt. Holiday entitled gulf employees.
» The system must have the ability to plan a yearly holiday
» 3 pre format reports must generate for the ERP system

Leave:

» Employee must be approve pre and post leave
» All leave treated as leave without pay
» If leave will not be approved than it's treated unauthorized absent

Increment:

» First time an employee will be entitled to increment after completing 1 years service length
» Individually every employee increment proposed by the department head
» Proposed increment will be set manualy best on performance and it approve by MD sir

Overtime:

» No overtime payment

Resignation and termination

» Employee have to resign 3 month of notice period
» If an employee did any out low activity than company with terminate with out pay else company of pay 3 month salary

Salary Details:

» No defined salary structure available
» Salary will be based on gross salary
» If unauthorized absent for 1 day then 3 days' salary will be deducted from his or her month's salary
» If an employee has taken pre or post-approved leave that will be treated as leave without pay
» Per day salary calculate based on gross salary/number of days in a month
» Four salary sheets prepared for employee
    1) Admin & AC sales
    2) Service & Warranty
    3) Car spare parts
    4) Md Sir
» Workflow for salary sheet
    Account
    Manager
    Genarel Manager
    MD (Approve)

Bonus:

» If an employee successfully completes 6 months then he or she entitle for bonus
» Employee bonus will be paying 50% of gross salary
» 2 Driver off MD sir will get 100% of gross

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Complaint / Issue	Tracking No.	Issue Date	Customer Name	Phone Number	Description	Status	Aciton

Customer Number:

Start Date: 01-02-2023

End Date:

Customer Name	Phone Number	Depertment	Designation	Action
Sk. Md. Reajul islam Chisty	GL-0254	Service	Manager	View
Sabit Mahbub	GL-2100	Service	Manager	View
Maliha	GL-8576	HR	Manager	View
Sk. Md. Reajul islam Chisty	GL-0254	Service	Manager	View
Sabit Mahbub	GL-2100	Service	Manager	View
Maliha	GL-8576	HR	Manager	View
Sk. Md. Reajul islam Chisty	GL-0254	Service	Manager	View
Sabit Mahbub	GL-2100	Service	Manager	View

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Dashboard

Complaint / Issue

Leave Name

Leave Code

Max Limit

Yearly Limit

Description

Status

Submit

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Tacnician Movement

Leave Name

Leave Code

Max Limit

Yearly Limit

Description

Status

Submit

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Spare Parts Requsition

Leave Name

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