



**AL THABITAH
CLEANING SERVICES &
BUILDING MAINTENANCE**

Al Kaabi Bldg. Office 103
Rashidiya 2 Ajman UAE

HAND OVER

1. Overview of Turnover

This document serves as the official turnover of all responsibilities, systems, and credentials. The transition takes effect on September 30, 2024. Below is a detailed breakdown of the responsibilities, documentation, and credentials handed over to Al Thabitah Cleaning Services & Building Maintenance LLC.

2. Responsibilities Transferred

- **Booking Management:**
Taking over the management of cleaning service bookings, including the creation and administration of service vouchers.
- **Employee Management:**
Assuming responsibility for managing employee records, assignments, and other details related to cleaning and maintenance personnel.
- **Website Management:**
Overseeing the maintenance, updates, and design of the company website to ensure accurate and up-to-date information is available to clients and stakeholders.
- **User Management:**
Managing user accounts, including the assignment and oversight of access rights, to ensure proper system access for all employees and administrators.
- **Payment Management:**
Overseeing all payment processes and transactions, including monitoring and managing payments made through Stripe or other payment gateways.
- **Company Email Management:**
Taking responsibility for the administration and maintenance of the company's official email accounts, ensuring effective internal and external communication.



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3. Initial Credentials Turnover Table

Website User Account Credentials			
Link: https://althabitah.com/signin.php			
Name	Username	Password	Notes
Ronabelle Magno	ronabelle	P@ssw0rd	
Amal Khadir Alnaami	amal	P@ssw0rd	
Verson Agulto	version	P@ssw0rd	
Minerva Jayme	minerva	P@ssw0rd	
Bassam Mohammed Ahmed	bassam	P@ssw0rd	
Jenny Ramil	jenny	P@ssw0rd	Account Disabled
Mary Ann Pejada	maryann	P@ssw0rd	Account Disabled

Email Address Credentials			
Link: https://mail.hostinger.com			
Name	Email Address	Password	Notes
Ronabelle Magno	coordinatorbelle@althabitah.com	^~B=7KIS8	
Amal Khadir Alnaami	manageramal@althabitah.com	57Zma0y4bZ	
Verson Agulto	itdepartment@althabitah.com	1:ZrZd~/yJlt	
Minerva Jayme	hrminerva@althabitah.com	^x\$yDm;xr+9W	
Bassam Mohammed Ahmed	managingdirector@althabitah.com	G/2v&N>lp	
Jenny Ramil	salesjenny@althabitah.com	hAXAqK7KikW8	Account Disabled
Mary Ann Pejada	salesmary@althabitah.com	j7pDtp9L	Account Disabled

Other Account Credentials		
Username	Password	Link
althabitahmd@gmail.com	Althabitah2024@	https://mail.google.com https://hostinger.com
contact@althabitah.com	@lthabitAh@2024	https://www.tawk.to
althabitahmd@gmail.com	Althabitah@2024	https://www.stripe.com



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4. Next Steps

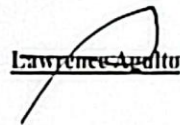
- **Password Reset:** All credentials listed above have been successfully updated with new, secure passwords.
- **Points of Contact:**
 - For any issues regarding systems or documentation: **Lawrence Agulto/lawrenceagulto.317@gmail.com**
 - Technical support and troubleshooting: **lawrenceagulto.317@gmail.com**

Prepared By:


Lawrence Agulto

September 30, 2024

Received By:


Lawrence Agulto

September 30, 2024