

NAFCO - Employee Particulars

DATE : 16-Jun-2022

NAF - (Age : 27)

File Number		3556			Designation		Site Safety Engineer		Catagory		Staff		NAF - (Age : 2
Name		Najir Irshad Ummatmeen			Department		Riyadh Projects		Contract Duration		4		
Nationality		Indian			Section		Site Work		Contract Expires On		11-Mar-2023		
Joining Date		12-Mar-2019			Location		Almurabba Towers		Duration In Nafco		3 Y,3 M,4 D		
		Basic salary		Food	Transport	Housing	Cell Phone	Others	T.W/out Housing	T.With Housing	Absent Informations (Last 5 Years)		
Start		3000	0	0	0	0	0	0	3000	3000	Year	Absent Days	
Last 5 Increments													
Present		3000	0	0	0	0	0	0	3000	3000	Total	0	

Diciplenery Actions / Appriciations (Last Three Letters)

Date	Subject	Details
01-Sep-2019	salary provide as per contract	According to the management his salary was reduced earlier. now he will be get the same salary as per the contract.

Vacation Details (last 3 vacations)

Vacation Type	Visa Days	Start Date	Approved End Date	Actual Arrival Date	Approved Days	Actual Spend Days	Difference in Days

Increment Recommendation By Manager / Supervisor

Final Approval

Signature / Date

Deputy General Manager

General Manager



TO,
The General Manager
Mr. Nabeel Kashif
National Aluminum Factory Co. (W.L.L.)

DATE: 20/06/2022

SUBJECT: Request for salary increment

Assalam Alaikum Sir,

Myself NAJIR (FILE NO 3556), I am working in our company as safety engineer.

With this letter, I would like to reiterate you that as per project requirement I have worked at many projects like (SABB Tower, Murabba Tower, KKI Airport and Al fawaz Tower etc) with different project manager, and now you are transferring me at Riyadh metro project as safety engineer.

I have been working with "NAFCO" since 2019 but unfortunately didn't get any increment in my salary during these years. All other engineers who came with me already got sufficient increment on time, but I couldn't get.

So I humbly request you to increase my salary by 1500 SAR at least, which will encourage me to do more hard work, also this will save my financial matter.

I look forward to hear from you favorable response.

Thank You,

Yours Faithfully
Najir Irshad

RECOMMENDED FOR
INCREMENT:

1000 SAR

BR. N. JAY

NOTE:

TO VERIFY NEBOSH PASSING RESULT