

**Zimbra****mohammad.waseemuddin@valuelabs.com**

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**Re: Salesforce Administrator Certification fee reimbursement**

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**From :** Mohammad Waseemuddin  
<mohammad.waseemuddin@valuelabs.com>

Fri, Nov 22, 2019 11:26 AM

**Subject :** Re: Salesforce Administrator Certification fee reimbursement

**To :** Pruthvi Bharadwaj <pruthvi.bharadwaj@valuelabs.com>

**Cc :** Anil K. Perugu <anilperugu@citation.co.uk>, rajitha eedara <rajitha.eedara@valuelabs.com>

Thank you Pruthvi

Regards,  
Mohd Waseemuddin

---

**From:** "Pruthvi Bharadwaj" <pruthvi.bharadwaj@valuelabs.com>

**To:** "Mohammad Waseemuddin" <mohammad.waseemuddin@valuelabs.com>

**Cc:** "Anil K. Perugu" <anilperugu@citation.co.uk>, "rajitha eedara" <rajitha.eedara@valuelabs.com>

**Sent:** Friday, November 22, 2019 11:08:54 AM

**Subject:** RE: Salesforce Administrator Certification fee reimbursement

+Rajitha,

Hi Waseem,

Thanks for writing. Congratulations on completing the certification. The reimbursement is approved.

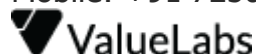
Regards,

**Pruthvi Bharadwaj,**

AVP – UK,

Desk: +91 40 66239000 | Ext: 39027

Mobile: +91 7250462309



**29 countries | Client NPS of 75 | 150+ clients | 5500+ employees**

---

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Fri, Nov 22, 2019 11:08 AM

**Subject :** RE: Salesforce Administrator Certification fee reimbursement

 1 attachment

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<mohammad.waseemuddin@valuelabs.com>

**Cc :** Anil K. Perugu <anilperugu@citation.co.uk>, rajitha eedara <rajitha.eedara@valuelabs.com>

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**ValueLabs**

**29 countries | Client NPS of 75 | 150+ clients | 5500+ employees**

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**From:** Mohammad Waseemuddin [mailto:mohammad.waseemuddin@valuelabs.com]

**Sent:** Friday, November 22, 2019 11:03 AM

**To:** Pruthvi Bharadwaj

**Cc:** Anil K. Perugu

**Subject:** Fwd: Salesforce Administrator Certification fee reimbursement

Hi Pruthvi,

Can you please approve this request, so that I can take it forward.

Regards,

Mohd Waseemuddin

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**From:** "anilkumar perugu" <[anilkumar.perugu@valuelabs.com](mailto:anilkumar.perugu@valuelabs.com)>

**To:** "Mohammad Waseemuddin" <[mohammad.waseemuddin@valuelabs.com](mailto:mohammad.waseemuddin@valuelabs.com)>

**Sent:** Thursday, November 14, 2019 4:29:45 PM

**Subject:** RE: Salesforce Administrator Certification fee reimbursement

Consider this as Approved. Waseem has completed Salesforce certification as per the goals defined for the appraisal year 2019.

Best regards,

**Anil Kumar Reddy Perugu**

Principal Architect - SD  
Mobile: +44 7440644148



**29** countries | Client NPS of **75** | **150+** clients | **5500+** employees

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**From:** Mohammad Waseemuddin <[mohammad.waseemuddin@valuelabs.com](mailto:mohammad.waseemuddin@valuelabs.com)>

**Sent:** 11 November 2019 12:02

**To:** Anil K. Perugu <[anilperugu@citation.co.uk](mailto:anilperugu@citation.co.uk)>

**Subject:** Salesforce Administrator Certification fee reimbursement

Hi Anil,

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Regards,  
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Regards,  
Mohd Waseemuddin

---

**From :** Chetna Arora <chetna.arora@valuelabs.com>  
**Subject :** RE: Salesforce Administrator Certification fee reimbursement

Fri, Nov 22, 2019 10:49 AM

1 attachment

**To :** 'Mohammad Waseemuddin' <mohammad.waseemuddin@valuelabs.com>, shanthi ramireddy <shanthi.ramireddy@valuelabs.com>, 'rajitha eedara' <rajitha.eedara@valuelabs.com>

**Cc :** 'Ipsita Mohanty' <ipsita.mohanty@valuelabs.com>,

'anilkumar perugu' <anilkumar.perugu@valuelabs.com>,  
'Shanthi Reddy Ramireddy'  
<shanthi.ramireddy@valuelabs.com>, 'Harjas'  
<harjas.s@valuelabs.com>

Hi Mohammad,

Hope you are doing well!

Kindly share the DLT's approval as well to take this request forward.

Thanks.

Regards,

Chetna Arora  
Learning & Development  
Mobile : 7528997666

---

**From:** Mohammad Waseemuddin [mailto:mohammad.waseemuddin@valuelabs.com]  
**Sent:** Friday, November 22, 2019 8:55 AM  
**To:** shanthi.ramireddy@valuelabs.com; rajitha eedara  
**Cc:** Ipsita Mohanty; anilkumar perugu; Chetna Arora; Shanthi Reddy Ramireddy; Harjas  
**Subject:** Re: Salesforce Administrator Certification fee reimbursement

Hi Shanthi/Rajitha,

Attached are required forms. Let me know if anything else is required.

Regards,  
Mohd Waseemuddin

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**From:** "rajitha eedara" <[rajitha.eedara@valuelabs.com](mailto:rajitha.eedara@valuelabs.com)>  
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**Sent:** Wednesday, November 20, 2019 12:20:46 PM  
**Subject:** RE: Salesforce Administrator Certification fee reimbursement

Hi Waseem,

Congratulations on your accomplishment!!! Please find below pointers pertaining to reimbursement process:

1. Please find attached the Certification Reimbursement form.
2. Kindly take the printout and fill all the details. Mark your signature as well on the form.
3. Please attach the certificate copy as well.
4. Kindly get the PM and DLT's approval for reimbursement including the business need of the certification and share approval emails along with other documents.

5. Please attach payment receipt (Payment that would have been made for the examination certification) copy as well with the documents.
6. There are two modes of submission of above documents :
  - a.) Scan all the documents mentioned above and email it to [shanthi.ramireddy@valuelabs.com](mailto:shanthi.ramireddy@valuelabs.com)
  - b.) Kindly submit the hard copy of all the documents in person to Shanthi Ramireddy (HR-Comp and Ben).

As per process, 50% of the certification fee is reimbursed on producing the above documents.

Please note that in case of resignation within 12 months from receipt of fee reimbursement the employee shall be liable to pay back the complete reimbursed fee amount to the company.

For further queries, kindly reach out to [shanthi.ramireddy@valuelabs.com](mailto:shanthi.ramireddy@valuelabs.com)

From the email shared, I understand that few required documents are already shared. Please look into the rest and share with Shanthi consolidated.

Thanks!

Best regards,  
**Rajitha Narayan**  
Senior Executive – Employee Success Partner  
Desk: +91 40 66239000 | Ext: 39338  
Mobile: +919502026725  
28 countries | Client NPS of 75 | 150+ clients | 5500+ employees

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**From:** Mohammad Waseemuddin [<mailto:mohammad.waseemuddin@valuelabs.com>]  
**Sent:** Friday, November 15, 2019 11:23 AM  
**To:** rajitha eedara; Ipsita Mohanty  
**Subject:** Fwd: Salesforce Administrator Certification fee reimbursement

Hi Rajitha,

Please find the required attached documents for certification reimbursement, can you please initiate the reimbursement.

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Regards,  
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Best regards,

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Principal Architect - SD

Mobile: +44 7440644148

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**From:** Mohammad Waseemuddin <[mohammad.waseemuddin@valuelabs.com](mailto:mohammad.waseemuddin@valuelabs.com)>**Sent:** 11 November 2019 12:02**To:** Anil K. Perugu <[anilperugu@citation.co.uk](mailto:anilperugu@citation.co.uk)>**Subject:** Salesforce Administrator Certification fee reimbursement

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**Subject :** Re: Salesforce Administrator Certification fee reimbursement

Fri, Nov 22, 2019 08:55 AM

6 attachments

**To :** shanthi ramireddy <[shanthi.ramireddy@valuelabs.com](mailto:shanthi.ramireddy@valuelabs.com)>,  
rajitha eedara <[rajitha.eedara@valuelabs.com](mailto:rajitha.eedara@valuelabs.com)>

**Cc :** Ipsita Mohanty <[ipsita.mohanty@valuelabs.com](mailto:ipsita.mohanty@valuelabs.com)>,  
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Chetna Arora <[chetna.arora@valuelabs.com](mailto:chetna.arora@valuelabs.com)>, Shanthi  
Reddy Ramireddy <[shanthi.ramireddy@valuelabs.com](mailto:shanthi.ramireddy@valuelabs.com)>,  
Harjas <[harjas.s@valuelabs.com](mailto:harjas.s@valuelabs.com)>

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Senior Executive – Employee Success Partner  
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Mobile: +919502026725  
28 countries | Client NPS of 75 | 150+ clients | 5500+ employees

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**ADM-201 Fee Receipt-Kryterion Official Receipt.pdf**

84 KB

**ADM-201 MARKSHEET.pdf**

74 KB

**Salesforce Admin Certification Reimbursement Approval mail.pdf**

136 KB

**Salesforce\_Administrator.pdf**

1,018 KB

**VL-Reimbursement Form.jpg**

122 KB

**From :** rajitha eedara <rajitha.eedara@valuelabs.com>

Wed, Nov 20, 2019 12:20 PM

**Subject :** RE: Salesforce Administrator Certification fee reimbursement

2 attachments

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Chetna Arora <chetna.arora@valuelabs.com>, Shanthi  
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 **Certificate-Reimbursement-Claim-Form-pdf-1.pdf**  
141 KB

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**To :** mohammad waseemuddin  
<[mohammad.waseemuddin@valuelabs.com](mailto:mohammad.waseemuddin@valuelabs.com)>

Hi,

Thank you for your email. I'm out of office till 15-Nov-19 with No access to email.

For ESO related queries: please reachout to Medha pandita at [medha.pandita@valuelabs.com](mailto:medha.pandita@valuelabs.com).

For retention/early reliveing/Contract details/requests: Please share the requests with Preethi Bandila for this week.


For Inspire awards related queries: Please write to Sandeep Pingali at [sandeep.pingali@valuelabs.com](mailto:sandeep.pingali@valuelabs.com)

For any urgent queries, kindly reachout to Harjas Kour Sardar at [HARJAS.S@VALUELABS.COM](mailto:HARJAS.S@VALUELABS.COM)

Thank you!  
Rajitha Narayan

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**Subject :** Fwd: Salesforce Administrator Certification fee reimbursement  
**To :** rajitha eedara <rajitha.eedara@valuelabs.com>, Ipsita Mohanty <ipsita.mohanty@valuelabs.com>

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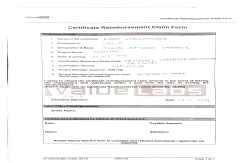
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 **ADM-201 MarksSheet.pdf**  
74 KB

 **ADM-201 Fee Receipt-Kryterion Official Receipt.pdf**  
84 KB

 **Salesforce\_Administrator.pdf**  
1,018 KB

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**From :** anilkumar perugu <anilkumar.perugu@valuelabs.com> Thu, Nov 14, 2019 04:29 PM  
**Subject :** RE: Salesforce Administrator Certification fee reimbursement  1 attachment  
**To :** 'Mohammad Waseemuddin'  
<mohammad.waseemuddin@valuelabs.com>

Consider this as Approved. Waseem has completed Salesforce certification as per the goals defined for the appraisal year 2019.

Best regards,

**Anil Kumar Reddy Perugu**  
Principal Architect - SD  
Mobile: +44 7440644148



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**From:** Mohammad Waseemuddin <mohammad.waseemuddin@valuelabs.com>

**Sent:** 11 November 2019 12:02

**To:** Anil K. Perugu <anilperugu@citation.co.uk>

**Subject:** Salesforce Administrator Certification fee reimbursement

Hi Anil,

As per the requirement, As I have cleared Salesforce Administrator certification recently, I have to get manager approval for claiming the 50% of Certification fee as reimbursement. Can you please give me approval for claiming it, so that I can take it forward. I have attached the certification documents for reference.

Regards,  
Mohd Waseemuddin

Regards,  
Mohd Waseemuddin

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**From :** Mohammad Waseemuddin  
<mohammad.waseemuddin@valuelabs.com>

Thu, Nov 14, 2019 04:21 PM

**Subject :** Re: Salesforce Administrator Certification fee reimbursement

**To :** Anil K. Perugu <anilperugu@citation.co.uk>

Hi Anil,

Can I approval of this please so can I can take it further

Regards,  
Mohd Waseemuddin

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**From:** "Mohammad Waseemuddin" <mohammad.waseemuddin@valuelabs.com>

**To:** "Anil K. Perugu" <anilperugu@citation.co.uk>

**Sent:** Monday, November 11, 2019 5:31:52 PM

**Subject:** Salesforce Administrator Certification fee reimbursement

Hi Anil,

As per the requirement, As I have cleared Salesforce Administrator certification recently, I have to get manager approval for claiming the 50% of Certification fee as reimbursement.

Can you please give me approval for claiming it, so that I can take it forward. I have attached the certification documents for reference.

Regards,  
Mohd Waseemuddin

Regards,  
Mohd Waseemuddin

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