
From: aziza alahmadi <[REDACTED]>
Sent: Tuesday, September 5, 2017 7:26 PM
To: jeffrey E.
Subject: Required Information !

Dear Boss ,

I hope you are well.

Referring to our conversation today. I have different ideas and structures to organize the operations. It will create a system that works by itself like a clock. The system will help us to achieve your goals.

I would appreciate if you ask someone from your team to provide me with the below information,

- Number of Employees
- Employees Salaries and compensations
- Job titles and descriptions (if available)
- Structure (if available)
- Matrix of Authority (if available)
- Employee Hiring and firing and Service ending (if available)
- KPIs
- Annual leave policy
- Pensions policy
- Budget and Expenses
- Location and Branches

Thank you in advance and looking forward to be part of your life .

Regards, Aziza

Sent from my iPhone

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