

Bloom Weekly Task Report Sheet

Employee's Name: Adeniyi Michael	Title: Creative Department
Department: Digital Team	Status: Full Time
Operation Unit: On Site	Supervisor: Head of Social Media
Team Lead: Ify Anyamah	Date in review 8th January - 12th January

Date	Task	Total Hours
Day 1 8/1/2024	<ul style="list-style-type: none">- Attended monday meeting- Made a post for FDC properties.- Made a post for Foodstuffstore- Made a post for officialbeautiful_u- Made post for furniture republic- Made post for Vibezn cruise- Visited foodstuff store	9 hours
Day 2 9/1/2024	<ul style="list-style-type: none">- Scheduled a post for furniture republic- Made a post for Vibezn cruise- Assessed Furniture republic ad performance- Created ad for vibesn cruise	9 hours

Day 3 10/1/2024	<ul style="list-style-type: none"> - Scheduled a post for Vibezncruise 	9 hours
Day 4 11/1/2024	<ul style="list-style-type: none"> - Scheduled a post for FDC properties - Edited and Updated content Calendars for Foodstuffstore. - Visited Officialbeautiful_u salon - Scheduled post for officialbeautiful_u - Made a post for vibexncruise 	9 hours
Day 5 12/1/2024	<ul style="list-style-type: none"> - Scheduled a post for Furniture republic - Scheduled posts for vibezncruise - Scheduled post for officialbeautiful_u - Visited officialbeautiful_u - Compiled weekly report. 	9 hours