

Employee Name:	A.Manish Kumar
Employee ID:	032
Department/Team:	111
Week Starting (Date):	09/06/25

Date	Project Code	Client Name	Task Type (Dev/QA/Support/etc.)	Hours Spent	Status (Done/In Progress)	Remarks
09/06/25	002-0625-01		Lead generation and 85 Calls	5 Hours	Done	No- Positive
09/06/25	002-0625-02		WhatsApp message to Follow-up's	3 Hours	Done	1-Positive
10/06/25	002-0625-01		Lead generation and 115 Calls	6 Hours	Done	2-Positive
10/06/25	002-0625-02		WhatsApp message to Follow-up's and Email	2 Hours	Done	1-Positive
11/06/25	002-0625-01		Lead generation and 123 Calls	6 Hours	Done	4-Positive
11/06/25	002-0625-02		WhatsApp message to Follow-up's and Email	2 Hours	Done	2-Positive
12/06/25	002-0625-01		Lead generation and 89 Calls	5 Hours	Done	2-Positive

12/06/25	002-0625-02		WhatsApp message to Follow-up's and Email	3 Hours	Done	2-Positive
13/06/25	108-003-0425-01		Leave			
14/06/25	002-0625-01		Lead generation and 125 Calls	8 Hours	Done	1-Positive

Weekly Summary

Total Hours Worked	Billable Hours	Non-Billable Hours	Leaves Taken	Overtime Hours
40 Hour			1	0