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| Employee Name: | K. Srikanth |
| Employee ID: | 031 |
| Department/Team: | 111 |
| Week Starting (Date): | 23/06/2025 |
| | |

| Date | Project Code | Client Name | Task Type (Dev/QA/Support/etc.) | Hours Spent | Status (Done/In Progress) | Remarks |
|------------|--------------------|-------------|------------------------------------|-------------|---------------------------|---------|
| 23/06/2025 | 111-002-0625-01 | | Cold calling | 5 | Done | 1 Leads |
| | 111-002-0625-02/03 | | Follow ups Email Marketing | 3 | Done | 1 Leads |
| 24/06/2025 | 111-002-0625-01 | | Cold calling | 3 | Done | 2 Leads |
| | 111-002-0625-02/03 | | Follow ups Email Marketing | 5 | Done | 0 Lead |
| 25/06/2025 | 111-002-0625-01 | | Cold calling | 6 | Done | 3 Leads |
| | 111-002-0625-02/03 | | Follow ups Email Marketing | 2 | Done | 0 Leads |
| 26/06/2025 | 111-002-0625-01 | | Cold calling | 4 | Done | 2 Leads |
| | 111-002-0625-02/03 | | Follow ups Email Marketing | 4 | Done | 0 Leads |

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|------------|--------------------|--|-------------------------------|-----|------|---------|
| 27/06/2025 | 111-002-0625-01 | | Cold calling | 6 | Done | 1 Leads |
| | 111-002-0625-02/03 | | Follow ups Email Marketing | 2 | Done | 0 Leads |
| 28/06/2025 | 111-002-0625-01 | | Cold calling | 5 | Done | 1 Leads |
| | 111-002-0625-02/03 | | Follow ups Email Marketing | 2.5 | Done | 1 Leads |

Weekly Summary

| Total Hours Worked | Billable Hours | Non-Billable Hours | Leaves Taken | Overtime Hours |
|--------------------|----------------|--------------------|--------------|----------------|
| 40 | | | 0 | |
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