

Employee Name:	A.Manish Kumar
Employee ID:	032
Department/Team:	111
Week Starting (Date):	21/07/25

Date	Project Code	Client Name	Task Type (Dev/QA/Support/etc.)	Hours Spent	Status (Done/In Progress)	Remarks
21/07/25	002-0725-01		Lead generation and 145 Calls	6 Hours	Done	11- Positive
	002-0725-02		WhatsApp message to Follow-up's	2 Hours	Done	4-Positive
22/07/25	002-0725-01		Lead generation and 89 Calls	6 Hours	Done	6-Positive
	002-0725-02		WhatsApp message to Follow-up's	2 Hours	Done	-Positive
23/07/25	002-0725-01		Lead generation and 76 Calls	6 Hours	Done	3-Positive
	002-0725-02		WhatsApp message to Follow-up's	2 Hours	Done	2-Positive
24/07/25	002-0725-01		Lead generation and 56 Calls	5 Hours	Done	3-Positive
	002-0725-02		WhatsApp message to	3 Hours	Done	2-Positive

			Follow-up's			
25/07/25	002-0725-01		Lead generation and Calls	6 Hours	Done	no-Positive
	002-0725-02		WhatsApp message to Follow-up's	2 Hours	Done	
26/07/25	002-0725-01		Lead generation and Calls	6 Hours	Done	no-Positive
	002-0725-02		WhatsApp message to Follow-up's	2 Hours	Done	

Weekly Summary

Total Hours Worked	Billable Hours	Non-Billable Hours	Leaves Taken	Overtime Hours
48 Hour			0	0