

Employee Name:	K. Srikanth
Employee ID:	031
Department/Team:	111
Week Starting (Date):	21/07/2025

Date	Project Code	Client Name	Task Type (Dev/QA/Support/etc.)	Hours Spent	Status (Done/In Progress)	Remarks
21/07/2025	111-002-0725-01		Cold calling	4.5	Done	2 Leads
	111-002-0725-02/03		Follow ups Email Marketing	3.5	Done	1 Leads
22/07/2025	111-002-0725-01		Cold calling	6	Done	2 Leads
	111-002-0725-02/03		Follow ups Email Marketing	2	Done	0 Lead
23/07/2025	111-002-0725-01		Cold calling	6	Done	3 Leads
	111-002-0725-02/03		Follow ups Email Marketing	2	Done	0 Leads
24/07/2025	111-002-0725-01		Cold calling	4	Done	2 Leads
	111-002-0725-02/03		Follow ups Email Marketing	4	Done	0 Leads

25/07/2025	111-002-0725-01		Cold calling	6	Done	1 Leads
	111-002-0725-02/03		Follow ups Email Marketing	2	Done	0 Leads
26/07/2025	111-002-0725-01		Cold calling	5	Done	1 Leads
	111-002-0725-02/03		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	