

Employee Name:	K. Srikanth
Employee ID:	031
Department/Team:	111
Week Starting (Date):	02/06/2025

Date	Project Code	Client Name	Task Type (Dev/QA/Support/etc.)	Hours Spent	Status (Done/In Progress)	Remarks
02/06/2025	111-002-0625-04		State Holiday			
03/06/2025	111-002-0625-01		Cold calling	3	Done	2 Leads
	111-002-0625-02/03		Follow ups Email Marketing	5	Done	0 Lead
04/06/2025	111-002-0625-01		Cold calling	6	Done	3 Leads
	111-002-0625-02/03		Follow ups Email Marketing	2	Done	0 Leads
05/06/2025	111-002-0625-01		Cold calling	4	Done	2 Leads
	111-002-0625-02/03		Follow ups Email Marketing	4	Done	0 Leads
06/06/2025	111-002-0625-01		Cold calling	6	Done	1 Leads

	111-002-0625-02/03		Follow ups Email Marketing	2	Done	0 Leads
07/06/2025	111-002-0625-01		Cold calling	5	Done	1 Leads
	111-002-0625-02/03		Follow ups Email Marketing	2	Done	1 Leads

Weekly Summary

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