Employee Name:	Kavati Srikanth
Employee ID:	031
Department/Team:	111
Week Starting (Date):	09/06/2025

Date	Project Code	Client Name	Task Type (Dev/QA/Support/etc.)	Hours Spent	Status (Done/In Progress)	Remarks
09/06/2025	111-002-0625-01		Cold calling	5	Done	2 Leads
	111-002-0625-02/03		Follow ups Email Marketing	3	Done	0 Leads
10/06/2025	111-002-0625-01		Cold calling	6	Done	3 Leads
	111-002-0625-02/03		Follow ups Email Marketing	2	Done	1 Lead
11/06/2025	111-002-0625-01		Cold calling	4	Done	2 Leads
	111-002-0625-02/03		Follow ups Email Marketing	3	Done	3 Leads
12/06/2025	111-002-0625-01		Cold calling	5	Done	4 Leads
	111-002-0625-02/03		Follow ups Email Marketing	3	Done	1 Lead
13/06/2025	111-002-0625-01		Cold calling	6	Done	2 leads
	111-002-0625-02/03		Follow ups Email Marketing	2	Done	0 Leads

14/06/2025	111-002-0625-01		Cold calling	5	Done	2 Leads
	111-002-0625-02/03		Follow ups Email Marketing	3	Done	2 Leads

Weekly Summary

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