

Employee Name:	K. Srikanth
Employee ID:	031
Department/Team:	111
Week Starting (Date):	14/07/2025

Date	Project Code	Client Name	Task Type (Dev/QA/Support/etc.)	Hours Spent	Status (Done/In Progress)	Remarks
14/07/2025	111-002-0725-01		Cold calling	5	Done	1 Leads
	111-002-0725-02/03		Follow ups Email Marketing	3	Done	1 Leads
15/07/2025	111-002-0725-01		Cold calling	3	Done	2 Leads
	111-002-0725-02/03		Follow ups Email Marketing	5	Done	0 Lead
16/07/2025	111-002-0725-01		Cold calling	6	Done	3 Leads
	111-002-0725-02/03		Follow ups Email Marketing	2	Done	0 Leads
17/07/2025	111-002-0725-01		Cold calling	4	Done	2 Leads
	111-002-0725-02/03		Follow ups Email Marketing	4	Done	0 Leads

18/07/2025	111-002-0725-01		Cold calling	6	Done	1 Leads
	111-002-0725-02/03		Follow ups Email Marketing	2	Done	0 Leads
19/07/2025	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	