|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Employee Name: | M.Niharika |  |  |  |  |  |
| Employee ID: | 023 |
| Department/Team: | 101 |
| Week Starting (Date): | 30-06-2025 |
|  |  |
| Date | Project Code | Client Name | Task Type (Dev/QA/Support/etc.) | Hours Spent | Status (Done/In Progress) | Remarks |
| 30-06-2025 | Hotel Crm admin | Hotel Crm admin | Dev | 8 | Done |  |
| 1-07-2025 | Hotel Crm admin | Hotel Crm admin | Dev | 8 | Done |  |
| 2-07-2025 | Hotel Crm admin | Hotel Crm admin | Dev | 8 | Done |  |
| 3-07-2025 | Hotel Crm admin | Hotel Crm admin | Dev | 8 | Done |  |
| 4-07-2025 | -Hotel Crm admin | Hotel Crm admin | Dev | 8 | Done |  |
| 5-07-2025 | - | - | NO Working Day | - | - |  |
|  |  |  |  |  |  |  |
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Weekly Summary

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