|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Employee Name: | Ramadugu Ravindra |  |  |  |  |  |
| Employee ID: | 051 |
| Department/Team: | 111 |
| Week Starting (Date): | 23-06-2025 |
|  |  |
| Date | Project Code | Client Name | Task Type (Dev/QA/Support/etc.) | Hours Spent | Status (Done/In Progress) | Remarks |
| 23-06-2025 | 108-003-0625-01 |  | Cold calling and lead generation | 5 Hours | Done | No positive |
|  | 108-003-0625-02 |  | Follow ups  LinkedIn Posts | 3 Hours | Done | 1 Positive for jbl audios |
| 24-06-2025 | 111-002-0625-01 |  | Cold calling and lead generation | 5 Hours | Done | 1 Positive Manis18 client |
|  | 111-002-0625-02 |  | Follow ups  LinkedIn Posts | 3 Hours | Done | 1 Positive proposal send for Manis 18 |
| 25-06-2025 | 111-002-0625-01 |  | Cold Calling and lead generation | 5 Hours | Done | No positive |
|  | 111-002-0625-01 |  | Follow ups and linked in posts | 2 hours | Done | 1 positive Tour & Travels |
| 26-06-2025 | 111-002-0625-01 |  | Cold calling (72) and lead generation | 5 hours | Done | 1 positive temple web site |
|  | 111-002-0625-01 |  | Follow ups and LinkedIn posts | 3 hours | Done | Additional requirements for temple proposal send |
| 27-06-2025 | 111-002-0625-01 |  | lead generation | 7 hours | Done | Lead generation |
|  | 111-002-0625-01 |  | Follow ups and linked in posts | 1 hour | Done | Lead Generation |
| 28-06-2025 | 108-003-0625-01 |  | Casual leave | 0 | 0 | 0 |
|  |  |  |  |  |  |  |

Weekly Summary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total Hours Worked | Billable Hours | Non-Billable Hours | Leaves Taken | Overtime Hours |
| 40 Hours | 0 | 0 | 01 | 0 |
|  |  |  |  |  |