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| --- | --- | --- | --- | --- | --- | --- |
| Employee Name: | jayakumari |  |  |  |  |  |
| Employee ID: | 50 |
| Department/Team: | 110 |
| 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 |  | The design q | changes |  | done |  |
| 10-06-2025 |  | Office saheli | changes |  | inprogress |  |
| 11-06-2025 |  | Certification | Introduction to wordpress |  | done |  |
| 12-06-2025 |  | Office saheli | changes |  | done |  |
| 13-06-2025 |  | Changes and website reaserch |  |  | done |  |
| 14-06-2025 |  | certification | Introduction to seo |  | done |  |
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Weekly Summary

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