



**RASHEED CARPENTRY &
CONSTRUCTION PVT LTD**
Nector, Asaree Higur 20260, K. Male, Maldives

Leave Approval Form

Employee Information

Employee No:	3255	Employee Name:	LUJAIN ABDUL MATHEEN	Passport / NIC No:	A113772
Designation:	MANAGER - IT	Department:	IT Department	Nationality:	MALDIVIAN
Date Of Join:	01-Nov-2021	Passport/NIC Exp. Date:	26-Feb-2026	Visa Expiry Date:	Not Available

Leave Details

Leave Type	Annual Leave	Start Date	17-Apr-2025	End Date	19-Apr-2025
Total Days	2	Leave Balance	23 Days	Destination	Not Assigned

Previous Leave Records

Contact Details While on Leave

Mobile	X	WhatsApp / Viber	X	Email	xm@com
--------	---	------------------	---	-------	--------

WORK HANDOVER TO:

Project:

Pending Works	Status	Action Needed	Due date	Hand Over by	Take Over by

Prepared and checked by

Name	Signature
Abdulla Miuwan Rafeeq	

Approvals & Signatures

Requested By (Employee)	Approved By (HOD)	Approved By (HRM)	Approved By (Project Director)	Approved By (MD/Chairman)
				