



Employee Information

Employee No:	2826	Employee Name:	FORHAD	Passport / NIC No:	EH0285335
Designation:	STORE KEEPER ASSISTANT	Department:	PROCUREMENT AND INVENTORY	Nationality:	BANGLADESHI
Date Of Join:	04-Jul-2017	Passport/NIC Exp. Date:	07-Dec-2025	Visa Expiry Date:	07-Dec-2025

Leave Details

Leave Type	Annual Leave	Start Date	29-May-2025	End Date	09-Aug-2025
Total Days	60	Leave Balance	0 Days	Destination	Not Assigned

Previous Leave Records

26/04/2022 - 08/08/2022

Contact Details While on Leave

Mobile	X	WhatsApp / Viber	X	Email	X
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WORK HANDOVER TO:


Project:

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

Prepared and checked by

Name	Signature
Abdulla Miawan Rafeeq	

Approvals & Signatures

Requested By (Employee)	Approved By (HOD)	Approved By (HRM)	Approved By (Project Director)	Approved By (MD/Chairman)
FORHAD	 19/4/25		