



**Employee Information**

<b>Employee No:</b>	3179	<b>Employee Name:</b>	SATHISH SHETTY	<b>Passport / NIC No:</b>	Z6407955
<b>Designation:</b>	MANAGER - PROCUREMENT AND INVENTORY	<b>Department:</b>	PROCUREMENT AND INVENTORY	<b>Nationality:</b>	INDIAN
<b>Work Permit Expiry Date:</b>		10-Sep-2025	<b>Passport/NIC Exp. Date:</b>		23-Nov-2031
			<b>Visa Expiry Date:</b>		29-Nov-2025

**Leave Details**

<b>Leave Type</b>	Annual Leave	<b>Start Date</b>	09-Apr-2025	<b>End Date</b>	10-Apr-2025
<b>Total Days</b>	1	<b>Leave Balance</b>	10 Days	<b>Destination</b>	Not Assigned

**Previous Leave Records**

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**Contact Details While on Leave**

<b>Mobile</b>	X	<b>WhatsApp / Viber</b>	X	<b>Email</b>	xm@com
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**WORK HANDOVER TO:**


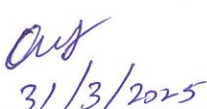
**Project:**

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

**Prepared and checked by**

<b>Name</b>	<b>Signature</b>
Abdulla Miwan Rafeeq	

**Approvals & Signatures**

<b>Requested By (Employee)</b>	<b>Approved By (HOD)</b>	<b>Approved By (HRM)</b>	<b>Approved By (Project Director)</b>	<b>Approved By (MD/Chairman)</b>
		 31/3/2025		