



Employee Information

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|----------------------|-------------|--------------------------------|---------------------|---------------------------|---------------|
| Employee No: | 2345 | Employee Name: | UVAIS | Passport / NIC No: | A123899 |
| Designation: | DEPUTY CFO | Department: | Accounts Department | Nationality: | MALDIVIAN |
| Date Of Join: | 01-Oct-2016 | Passport/NIC Exp. Date: | 30-Nov--0001 | Visa Expiry Date: | Not Available |

Leave Details

| | | | | | |
|-------------------|--------------|----------------------|-------------|--------------------|--------------|
| Leave Type | Annual Leave | Start Date | 14-Jun-2025 | End Date | 30-Jun-2025 |
| Total Days | 15 | Leave Balance | 33 Days | Destination | Not Assigned |

Previous Leave Records

Contact Details While on Leave

| | | | | | |
|---------------|---------|-------------------------|---|--------------|----------------|
| Mobile | 9920700 | WhatsApp / Viber | X | Email | uvais@live.com |
|---------------|---------|-------------------------|---|--------------|----------------|

WORK HANDOVER TO:

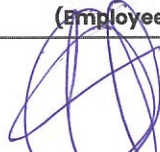
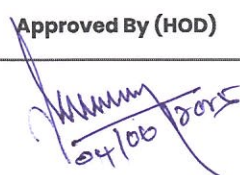
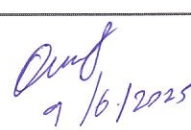

Project:

| 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) |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|------------------------------|
|  |  04/06/2025 |  9/6/2025 |  | |