



**Employee Information**

<b>Employee No:</b>	3315	<b>Employee Name:</b>	SAYFUL ISLAM	<b>Passport / NIC No:</b>	EH0828551
<b>Designation:</b>	FINISHING CARPENTER	<b>Department:</b>	Projects	<b>Nationality:</b>	BANGLADESHI
<b>Work Permit Expiry Date:</b>	Not Available	<b>Passport/NIC Exp. Date:</b>	30-Mar-2026	<b>Visa Expiry Date:</b>	30-Mar-2026

**Leave Details**

<b>Leave Type</b>	Annual Leave	<b>Start Date</b>	01-Jun-2025	<b>End Date</b>	12-Aug-2025
<b>Total Days</b>	60	<b>Leave Balance</b>	0 Days	<b>Destination</b>	MALE - DHAKA

**Previous Leave Records**

03/02/2025 - 28/06/2023

**Contact Details While on Leave**

<b>Mobile</b>	+9609252195	<b>WhatsApp / Viber</b>	01756362446	<b>Email</b>	X@c
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**WORK HANDOVER TO:**

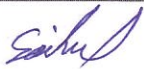


**Project:**

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

**Prepared and checked by**

<b>Name</b>	<b>Signature</b>
Abdulla Miawan 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>
	 29/03/25	 31/3/2025	