



**Employee Information**

<b>Employee No:</b>	2442	<b>Employee Name:</b>	ADAM JALEEL	<b>Passport / NIC No:</b>	A052667
<b>Designation:</b>	SUPERVISOR	<b>Department:</b>	Projects	<b>Nationality:</b>	MALDIVIAN
<b>Date Of Join:</b>	01-Jul-2017	<b>Passport/NIC Exp. Date:</b>	30-Nov--0001	<b>Visa Expiry Date:</b>	Not Available

**Leave Details**

<b>Leave Type</b>	Annual Leave	<b>Start Date</b>	14-Jun-2025	<b>End Date</b>	26-Jun-2025
<b>Total Days</b>	12	<b>Leave Balance</b>	18 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>	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**

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