



Employee Information

Employee No:	4359	Employee Name:	HALEEMA IBRAHIM	Passport / NIC No:	A216567
Designation:	OFFICE ASSISTANT (MASAKKATHU)	Department:	Mosque	Nationality:	MALDIVIAN
Date Of Join:	15-Feb-2023	Passport/NIC Exp. Date:	30-Nov--0001	Visa Expiry Date:	Not Available

Leave Details

Leave Type	Annual Leave	Start Date	08-Jun-2025	End Date	19-Jun-2025
Total Days	10	Leave Balance	20 Days	Destination	Not Assigned

Previous Leave Records

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
Fathimath Shahidha	

Approvals & Signatures

Requested By (Employee)	Approved By (HOD)	Approved By (HRM)	Approved By (Project Director)	Approved By (MD/Chairman)
		 25/5/2025		