



Employee Information

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|---------------|--------------|-------------------------|-------------|--------------------|-------------|
| Employee No: | 2791 | Employee Name: | RABI AWAL | Passport / NIC No: | EL0242360 |
| Designation: | MASON STUCCO | Department: | Projects | Nationality: | BANGLADESHI |
| Date Of Join: | 06-Aug-2020 | Passport/NIC Exp. Date: | 11-Jan-2028 | Visa Expiry Date: | 14-Oct-2026 |

Leave Details

| | | | | | |
|------------|--------------|---------------|-------------|-------------|--------------|
| Leave Type | Annual Leave | Start Date | 06-May-2025 | End Date | 15-Jul-2025 |
| Total Days | 60 | Leave Balance | 0 Days | Destination | Not Assigned |

Previous Leave Records

21/02/2023 - 14/05/2023

Contact Details While on Leave

| | | | | | |
|--------|---|------------------|---|-------|---|
| Mobile | X | WhatsApp / Viber | X | Email | X |
|--------|---|------------------|---|-------|---|

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) |
|----------------------------|-------------------|-------------------|-----------------------------------|------------------------------|
| Rabi Awal | Aug 03/08/25 | Aug 3/5/2025 | | |