



Employee Information

Employee No:	1748	Employee Name:	YOUSUF	Passport / NIC No:	A16017312
Designation:	STORE KEEPER	Department:	PROCUREMENT AND INVENTORY	Nationality:	BANGLADESHI
Date Of Join:	31-Jul-2010	Passport/NIC Exp. Date:	08-Sep-2034	Visa Expiry Date:	29-Nov-2026

Leave Details

Leave Type	no Pay	Start Date	30-May-2025	End Date	19-Oct-2025
Total Days	120	Leave Balance	N/A Days	Destination	Not Assigned

Previous Leave Records

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Contact Details While on Leave

Mobile	9902146	WhatsApp / Viber	01992986774	Email	mdyousuf556632@gmail.com
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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
Abdulla Miawan Rafeeq	

Approvals & Signatures

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

* have to be adjust with
available staff.