



Employee Information

Employee No:	4463	Employee Name:	GURASHA ABDUL WAHID	Passport / NIC No:	A094266
Designation:	RECEPTIONIST	Department:	HR Department	Nationality:	MALDIVIAN
Work Permit Expiry Date:	Not Available	Passport/NIC Exp. Date:	10-May-2028	Visa Expiry Date:	Not Available

Leave Details

Leave Type	Annual Leave	Start Date	22-Mar-2025	End Date	02-Apr-2025
Total Days	10	Leave Balance	20 Days	Destination	Not Assigned

Previous Leave Records

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Contact Details While on Leave

Mobile	X	WhatsApp / Viber	X	Email	xm@com
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WORK HANDOVER TO:

Project:

Pending Works	Status	Action Needed	Due date	Hand Over by	Take Over by
NO any pending work					

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)
		 20/3/2025		