



Employee Information

Employee No:	5065	Employee Name:	RIFA HAMEED	Passport / NIC No:	A304715
Designation:	ADMIN ASSISTANT	Department:	MAINTENANCE DEPARTMENT	Nationality:	MALDIVIAN
Date Of Join:	10-Nov-2024	Passport/NIC Exp. Date:	06-Apr-2026	Visa Expiry Date:	Not Available

Leave Details

Leave Type	Emergency Leave	Start Date	04-Jun-2025	End Date	12-Jun-2025
Total Days	7	Leave Balance	3 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

Prepared and checked by

Name	Signature
Abdulla Miuwan Rateeq	

Approvals & Signatures

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