



Employee Information

Employee No:	2012	Employee Name:	SUNDARA RAJAN KESAVAN	Passport / NIC No:	C6212963
Designation:	ASSISTAN MANAGER-LOGISTIC	Department:	PROCUREMENT AND INVENTORY	Nationality:	INDIAN
Date Of Join:	03-Oct-2013	Passport/NIC Exp. Date:	08-Dec-2034	Visa Expiry Date:	03-Dec-2026

Leave Details

Leave Type	Emergency Leave	Start Date	03-May-2025	End Date	13-May-2025
Total Days	10	Leave Balance	0 Days	Destination	Not Assigned

Previous Leave Records

28/11/2024 - 01/01/2025

Contact Details While on Leave

Mobile	X	WhatsApp / Viber	X	Email	X@f.c
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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 Rafeeq	

Approvals & Signatures

Requested By (Employee)	Approved By (HOD)	Approved By (HRM)	Approved By (Project Director)	Approved By (MD/Chairman)
 KESAVAN 06/04/25				