



**Employee Information**

<b>Employee No:</b>	3543	<b>Employee Name:</b>	SURENDAR RAVI	<b>Passport / NIC No:</b>	R0874970
<b>Designation:</b>	PROJECT ENGINEER	<b>Department:</b>	Projects	<b>Nationality:</b>	INDIAN
<b>Work Permit Expiry Date:</b>	Not Available	<b>Passport/NIC Exp. Date:</b>	28-Jun-2027	<b>Visa Expiry Date:</b>	06-May-2026

**Leave Details**

<b>Leave Type</b>	Annual Leave	<b>Start Date</b>	24-Apr-2025	<b>End Date</b>	04-Jun-2025
<b>Total Days</b>	35	<b>Leave Balance</b>	9 Days	<b>Destination</b>	Not Assigned

**Previous Leave Records**

13/01/2025 - 04/02/2025

**Contact Details While on Leave**

<b>Mobile</b>	X 930093 4	<b>WhatsApp / Viber</b>	X	<b>Email</b>	xm@com
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**WORK HANDOVER TO:**

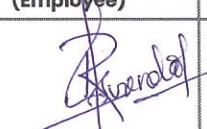
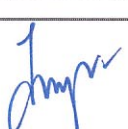

**Project:**

Pending Works	Status	Action Needed	Due date	Hand Over by	Take Over by
Jaliyaa		It will be communicated by email			
Abhaare villa					
Violet meed					
Fehi farm stage					

**Prepared and checked by**

<b>Name</b>	<b>Signature</b>
Abdulla Miuwan Rafeeq	

**Approvals & Signatures**

Requested By (Employee)	Approved By (HOD)	Approved By (HRM)	Approved By (Project Director)	Approved By (MD/Chairman)
		 6/4/2025		