



**Employee Information**

|                                 |               |                                |                     |                           |               |
|---------------------------------|---------------|--------------------------------|---------------------|---------------------------|---------------|
| <b>Employee No:</b>             | 2345          | <b>Employee Name:</b>          | UVAIS               | <b>Passport / NIC No:</b> | A123899       |
| <b>Designation:</b>             | DEPUTY CFO    | <b>Department:</b>             | Accounts Department | <b>Nationality:</b>       | MALDIVIAN     |
| <b>Work Permit Expiry Date:</b> | Not Available | <b>Passport/NIC Exp. Date:</b> | 30-Nov--0001        | <b>Visa Expiry Date:</b>  | Not Available |

**Leave Details**

|                   |                 |                      |             |                    |              |
|-------------------|-----------------|----------------------|-------------|--------------------|--------------|
| <b>Leave Type</b> | Emergency Leave | <b>Start Date</b>    | 01-Apr-2025 | <b>End Date</b>    | 06-Apr-2025  |
| <b>Total Days</b> | 5               | <b>Leave Balance</b> | 5 Days      | <b>Destination</b> | Not Assigned |

**Previous Leave Records**

|  |
|--|
|  |
|--|

**Contact Details While on Leave**

|               |         |                         |   |              |                |
|---------------|---------|-------------------------|---|--------------|----------------|
| <b>Mobile</b> | 9920700 | <b>WhatsApp / Viber</b> | X | <b>Email</b> | uvais@live.com |
|---------------|---------|-------------------------|---|--------------|----------------|

**WORK HANDOVER TO:**

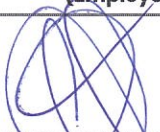
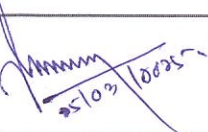
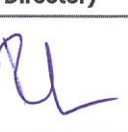
**Project:**

| Pending Works | Status | Action Needed | Due date | Hand Over by | Take Over by |
|---------------|--------|---------------|----------|--------------|--------------|
|               |        |               |          |              |              |
|               |        |               |          |              |              |
|               |        |               |          |              |              |

**Prepared and checked by**

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

**Approvals & Signatures**

|   |   |  |   |                                      |
|---|---|--|---|--------------------------------------|
| <b>Requested By<br/>(Employee)</b>  | <b>Approved By (HOD)</b>  | <b>Approved By (HRM)</b>   | <b>Approved By (Project<br/>Director)</b>   | <b>Approved By<br/>(MD/Chairman)</b> |
|  | <br>25/03/2025 | <br>25/3/2025 |  |                                      |