



Employee Information

Employee No:	4621	Employee Name:	ADAM NASEEM	Passport / NIC No:	A159663
Designation:	SUPERVISOR	Department:	Projects	Nationality:	MALDIVIAN
Date Of Join:	14-Nov-2023	Passport/NIC Exp. Date:	23-Aug-2025	Visa Expiry Date:	Not Available

Leave Details

Leave Type	Annual Leave	Start Date	20-May-2025	End Date	12-Jun-2025
Total Days	20	Leave Balance	10 Days	Destination	Not Assigned

Previous Leave Records

--

Contact Details While on Leave

Mobile	X	WhatsApp / Viber	X	Email	X
--------	---	------------------	---	-------	---

WORK HANDOVER TO:


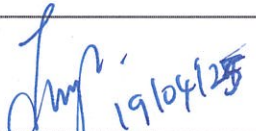

Project:

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)
	 19/04/25	 21/4/2025	