



Employee Information

Employee No:	3024	Employee Name:	MOHAMED RASHEED	Passport / NIC No:	A027633
Designation:	MAINTENANCE OFFICER	Department:	Maintenance	Nationality:	MALDIVIAN
Date Of Join:	14-Aug-2021	Passport/NIC Exp. Date:	30-Nov--0001	Visa Expiry Date:	Not Available

Leave Details

Leave Type	Annual Leave	Start Date	26-May-2025	End Date	12-Jun-2025
Total Days	15	Leave Balance	15 Days	Destination	Not Assigned

Previous Leave Records

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Contact Details While on Leave

Mobile	X	WhatsApp / Viber	X	Email	X
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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)
	 12/5/25	 14/5/2025		