



**Employee Information**

Employee No:	1702	Employee Name:	MOHAMMED KHOKAN	Passport / NIC No:	A17546812
Designation:	PAINTER	Department:	Projects	Nationality:	BANGLADESHI
Date Of Join:	12-Jun-2010	Passport/NIC Exp. Date:	10-Jan-2035	Visa Expiry Date:	10-Dec-2026

**Leave Details**

Leave Type	Annual Leave	Start Date	01-Jun-2025	End Date	11-Aug-2025
Total Days	60	Leave Balance	0 Days	Destination	MALE - DHAKA

**Previous Leave Records**

31/01/2023 - 28/04/2023

**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 Miawan Rafeeq	

**Approvals & Signatures**

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