



Employee Information

Employee No:	1483	Employee Name:	SHAHIN ALAM	Passport / NIC No:	A16923440
Designation:	LABOURER	Department:	Projects	Nationality:	BANGLADESHI
Date Of Join:	25-Jun-2008	Passport/NIC Exp. Date:	08-Nov-2034	Visa Expiry Date:	26-Dec-2026

Leave Details

Leave Type	Annual Leave	Start Date	25-Jun-2025	End Date	03-Sep-2025
Total Days	60	Leave Balance	30 Days	Destination	MALE - DHAKA

Previous Leave Records

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Contact Details While on Leave

Mobile	9791418	WhatsApp / Viber	01309911326	Email	X@c
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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 Miwan Rafeeq	

Approvals & Signatures

Requested By (Employee)	Approved By (HOD)	Approved By (HRM)	Approved By (Project Director)	Approved By (MD/Chairman)
SHAHIN	12/05/25	12/5/2025	PL	