



Employee Information

Employee No:	2837	Employee Name:	ARUN EAKAMBARAM DAKSHINAMOORTHY	Passport / NIC No:	T3661054
Designation:	ADMIN ASSISTANT – ACCOUNTS	Department:	Accounts Department	Nationality:	INDIAN
Work Permit Expiry Date:	Not Available	Passport/NIC Exp. Date:	13-Feb-2029	Visa Expiry Date:	11-Dec-2026

Leave Details

Leave Type	Medical Leave	Start Date	07-Apr-2025	End Date	20-Apr-2025
Total Days	12	Leave Balance	18 Days	Destination	Not Assigned

Previous Leave Records

--

Contact Details While on Leave

Mobile	X	WhatsApp / Viber	X	Email	xm@com
---------------	---	-------------------------	---	--------------	--------

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)
				