



Employee Information

Employee No:	3046	Employee Name:	SERAJ ANSARI	Passport / NIC No:	C9201496
Designation:	SHUTTERING CARPENTER	Department:	Projects	Nationality:	INDIAN
Work Permit Expiry Date:	28-Mar-2025	Passport/NIC Exp. Date:	02-Mar-2035	Visa Expiry Date:	18-May-2025

Leave Details

Leave Type	Annual Leave	Start Date	28-May-2025	End Date	09-Aug-2025
Total Days	60	Leave Balance	0 Days	Destination	MALE - DELHI

Previous Leave Records

12/12/2022 - 16/01/2023

Contact Details While on Leave

Mobile	9193871	WhatsApp / Viber	9555648956	Email	serajansari84670@gmail.com
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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)
27/2/25	29/03/25	31/3/2025	KL	