



Employee Information

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|----------------------|-------------|--------------------------------|--------------|---------------------------|-------------|
| Employee No: | 2172 | Employee Name: | MOYNAL HASAN | Passport / NIC No: | A16356915 |
| Designation: | PLUMBER | Department: | Projects | Nationality: | BANGLADESHI |
| Date Of Join: | 20-Aug-2015 | Passport/NIC Exp. Date: | 29-Sep-2034 | Visa Expiry Date: | 21-Dec-2026 |

Leave Details

| | | | | | |
|-------------------|--------------|----------------------|-------------|--------------------|--------------|
| Leave Type | Annual Leave | Start Date | 01-Jun-2025 | End Date | 11-Aug-2025 |
| Total Days | 60 | Leave Balance | 60 Days | Destination | Not Assigned |

Previous Leave Records

| |
|------------------------|
| 1703/2021 - 25/05/2021 |
|------------------------|

Contact Details While on Leave

| | | | | | |
|---------------|---------|-------------------------|-------------|--------------|-----|
| Mobile | 9720668 | WhatsApp / Viber | 01940873731 | Email | X@c |
|---------------|---------|-------------------------|-------------|--------------|-----|

WORK HANDOVER TO:

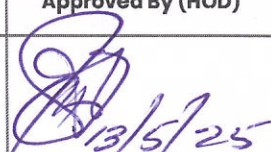
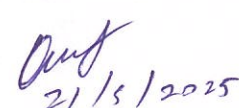

Project:

| 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) |
|----------------------------|--|--|-----------------------------------|---|
| MOYNAL |  13/5/25 |  21/5/2025 | |  |