



**Employee Information**

<b>Employee No:</b>	2943	<b>Employee Name:</b>	MOHAMED ZUHAIR	<b>Passport / NIC No:</b>	A036214
<b>Designation:</b>	WELFARE OFFICER	<b>Department:</b>	HR Department	<b>Nationality:</b>	MALDIVIAN
<b>Date Of Join:</b>	06-May-2021	<b>Passport/NIC Exp. Date:</b>	25-Aug-2031	<b>Visa Expiry Date:</b>	Not Available

**Leave Details**

<b>Leave Type</b>	Annual Leave	<b>Start Date</b>	14-Jun-2025	<b>End Date</b>	19-Jun-2025
<b>Total Days</b>	6	<b>Leave Balance</b>	31 Days	<b>Destination</b>	Not Assigned

**Previous Leave Records**

Umrh Leave 09-Apr-2025 - 03-May-2025

**Contact Details While on Leave**

<b>Mobile</b>	7799390	<b>WhatsApp / Viber</b>	7737753	<b>Email</b>	m.xeday@gmail.com
---------------	---------	-------------------------	---------	--------------	-------------------

**WORK HANDOVER TO:**

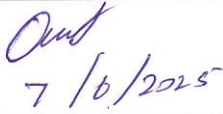
**Project:**

Pending Works	Status	Action Needed	Due date	Hand Over by	Take Over by

**Prepared and checked by**

<b>Name</b>	<b>Signature</b>
Abdulla Miuwan Rafeeq	

**Approvals & Signatures**

Requested By (Employee)	Approved By (HOD)	Approved By (HRM)	Approved By (Project Director)	Approved By (MD/Chairman)
		 7/6/2025	