Weekly Performance Report – IT Department

Employee Name: Muhammad Awais khan

Designation: Full Stack Developer

Week: From 25-08-2025 To 30-08-2025

Report Prepared By (Manager): MUHAMMAD AWAIS KHAN

☑ **1. Task Summary**

Task Type	Assigned	Completed	Pending	Remarks
New CRM	Collaboration with team on different tasks and issues and improvements	All done		1) Noted multiple live database issues checking all tables correctly integrated with each module and provide team with proper fixes to be done 2) Noted multiple table structure issues and created alter queries for it to be executed while website setup on live server to save time facing same issues again 3) Collaboration with Faizan on chat module 4) Collaboration with Talha on moment module 5) Minhaj form all finalized 6) complaints from all finalized 7) free consultation all finalized 8) track applications all done 9) discount offer all done 10) evert trigger module all done 11) apply online all finalized 12) contact us all finalized 13) worked on student documents page listing and admin side fixes all finalized 14) worked on student document download form all finalized 15) worked on social leads email status added 16) course page all done 17) course detail page all done 18) long meeting with Usman explained him the whole code and all modules of website and what are the things to be done. 19) worked on level of education on admin side all done 20) listing api correction and listing with pagination all done 21) create record form feld setup all done with api 22) edit all done 23) worked on subject module all done admin side

					24) listing filtration and pagination all done
					25) create record form all done
					26) edit fields wrong fetching data all done
					27) course module listing all done just qualification id to set
					28) course module filtration all done and working
					29) Course form also done
					30) worked on courses add page all feilds setup with backed apis setup proper feilds values entries
					31) worked on course edit all done
					32) worked visit visa countries listing filtration and pagination on admin side all fix
					33) worked on admin side visit visa detail for each country all listing and adding details
					34) visit visa frontend listing page all done
					35) visit visa frontend each details page all done just need to show selected details for each country now it is showing all
					36) visit visa apply form all done on frontend
					37) visit visa admin side listing of apply forms all done just pagination and filtration to be added
					38) worked on transactions wrong added issue
					39) worked on transaction attachment delete image when click update button without attachment selection fixed
					40) worked on all lead modules
					41) auto assign 4 days old records
					42) after 4 pm no leads record will be assigned

Others:

Continuously collaborating with Talha and Faizan on their tasks by assisting in logic building, designing database tables and fields, supporting code implementation, and helping resolve issues. Also handling multiple queries from other employees.

📅 5. Weekly Goals for Next Week

- This week's goal for him:
- Collaboration with team on their tasks

- Work on queries and logics building for the teams
- Testing and check for improvements in website
- Worked on issues in website code and modules and fix them
- Work on finalizing the new structure code for all form modules and free consultation