

Concern Worldwide, Bangladesh
Asset Register - (Individual)



Name of Employee : Taslim Anwar
Designation : Accountability Officer
Dept/Project Name : MEAL

Joining date : 10-Dec-19
Empl ID : 2856
Location : Cox's Bazar, Ukhiya

SN	Description	Asset ID	Purchase Value (TK)	Issue Date	Return Date	Return Condition	Receiver Signature	Issuer Signature	Remarks
01	Laptop HP Probook 440 G6 S/N: 5CD936067S	CON/9504/IT/1070		5-Dec-19				<i>Claudia</i>	
02	Laptop Charger	S/N: WHHREA4LCMXTJ		5-Dec-19				<i>Claudia</i>	
03	Laptop Bag			5-Dec-19				<i>Claudia</i>	
Comment:									
Note for Lost, broken or damage :									

Received By
Name :
Signature :

Submit by
Name :
Signature :

*Submitted by
Team member
MEAL-C*

Laptop Handover Note



House 15 D), Road 7
Gulshan 1
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Bangladesh

tel + 880 881 6923, 881 8009, 881 1469
fax + 880 2 881 7517

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www.concern.net

User Name : Md. Taslim Anwar
Designation : Accountability Officer-MEAL
Date : 05-Dec-2019

Accessories Details

Host Name : BGD0005-NB00728
Asset ID : CON/9504/IT/1070
Model : HP ProBook 440 G6
Laptop S/N : 5CD936067S
Power Adapter : WHHREA4LCMXJT
Description : : Intel ® Core ™ - i5-8265u 8TH GEN CPU 1.6 GHz up to 1.8 GHz,
1TB SATA HDD , 4 GB RAM (onboard), 13.3"

Bag Check	HP Probook 440 G6	✓
	Adapter and Power Cable	✓
	APC Surge Protector	X
Log in Check	User Name	taslim.anwar@concern.net
	Password	*****
Desktop Check	Concern.NET W14	✓
	Microsoft Office 2016	✓
	My document folder	✓
Antivirus Application	Update file applied to antivirus	✓

Others Equipment's Note:

Description	Handover Date	Deliver Name	Receiver Name

Sign of Receiver

Md. Taslim Anwar
Accountability Officer-MEAL
Concern Worldwide, Bangladesh

An behalf
of my Team
Member

On behalf of ICT Unit

Mohammad Alauddin
IT Specialist
Concern Worldwide, Bangladesh