



**Epic Properties Ltd**  
**Daily Attendance Department wise**  
**08-Nov-2022**

Attendance Summary						
SL	Department	Head Count	Present(%)	Absent (%)	Leave (%)	Late(%)
1	Estate & Logistic Section	3	1	1		1
2	Facilities Saction	8	1	1		1
3	DRIVER	6	3	0		2
4	ACCOUNTS & FINANCE	6	0	1		2
5	Purchase Section	2	0	0		0
6	Engineering Dept.	10	2	2		2
7	ARCHITECTS DEPARTMENT	4	0	0		3
8	Brand & Communication	5	4	0		0
9	HR & ADMINISTRATION	7	2	1		2
10	CSD & CR	1	0	0		0
11	Sales	1	1	0		0
12	Sales & Marketing Dept.	5	2	1		2
13	Epic Crown Ridge	2	0	2		0
14	Epic Saleh Cielo	2	0	2		0
15	Epic Gods Gift	2	0	2		0
	Total	64	16	13		15

Late Report					
SL	Name	Designation	Department	Minute	Remarks
1	S.M.Manjur Morshed	Sr. Executive	Sales	09:18 AM	
2	Kazi Abdul Hamid	AGM	Sales	10:52 AM	
3	Borhan Uddin	Executive Welcome Desk-2	HEAD OFFICE	09:45 AM	
4	Fahim Ibne Rahman	Jr. Executive	HEAD OFFICE	09:25 AM	
5	Moulana Md.yousuf	Imam	HEAD OFFICE	01:28 PM	
6	Md. Aktar Hossain	Driver	HEAD OFFICE	11:17 AM	
7	Nazmul Hossain (Rony)	Driver	HEAD OFFICE	09:20 AM	
8	Liton Biswas	AGM	HEAD OFFICE	09:18 AM	
9	Didarul Islam	Asstt. Manager	HEAD OFFICE	09:18 AM	
10	Engr. Md.Didarul Alam	Head of Operations (EOM)	HEAD OFFICE	11:16 AM	
11	Sujan Das	Deputy Manager	HEAD OFFICE	01:29 PM	Absent
12	Md. Saifur Rashid	Principal Architect	HEAD OFFICE	10:02 AM	
13	A.Ashiqul Mursalin Chy	Asstt Architect	HEAD OFFICE	10:57 AM	
14	Mutasim Billah Rafi	Asstt Architect	HEAD OFFICE	10:33 AM	

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15	Noushin Anwar Meem	Executive	HEAD OFFICE	09:16 AM	
Absent Report					
SL	Name	Designation	Department	Remarks	
1	Md. Ariful Hasan Majumder	Deputy Manager	Sales		
2	Kazi Mohammed Arif	Manager	HEAD OFFICE		
3	Nazmul Hasan	Cleaner	HEAD OFFICE		
4	Mohammad Mohiuddin	Accounts Officer	HEAD OFFICE		
5	Anupam Chakraborty	Asstt. Engineer	HEAD OFFICE		
6	Manab Barua	Asst. Manager	HEAD OFFICE		
7	Nurullah	Site Engineer	PROJECT		
8	Ullash Das	J Engineer	PROJECT		
9	M A Soleman	Engineer	PROJECT		
10	Gias Uddin	Store Keeper	PROJECT		
11	Ripun Mollick	P. Engineer	PROJECT		
12	Sarwar Jamal	Store Keeper	PROJECT		
13	Adv. Md. Shamsur Rahman	Advisor (Legal)	HEAD OFFICE		
Leave Report					
SL	Name	Designation	Department	Remarks	
Early Report					
SL	Name	Designation	Department	Out time	Remarks
1	Moulana Md.yousuf	Imam	HEAD OFFICE	05:38 PM	
2	Rahadul Alam	Office Assistant	HEAD OFFICE	05:08 PM	
3	Md.Saifur Rahman	Office Assistant	HEAD OFFICE	05:37 PM	
4	Md. Forkan	Office Assistant	HEAD OFFICE	03:54 PM	
5	Md. Afsar	Cleaner	HEAD OFFICE	05:17 PM	
6	Abdul Mannan	Cleaner	HEAD OFFICE	05:37 PM	
7	Golam Mawla	Driver	HEAD OFFICE	04:20 PM	
8	Md. Shekh Farid	Driver	HEAD OFFICE	01:48 PM	
9	Anupam Chakraborty	Asstt. Engineer	HEAD OFFICE	05:34 PM	
10	Md. Saifur Rashid	Principal Architect	HEAD OFFICE	05:14 PM	