

DAILY STAFF TIMESHEET:**Staff name:** Joseph Nyello Maiko**Supervisor:** Devota S. Mkwawa (PICTO)**Date:** 06th June 2024

Time	Task	Outcome
07:30 - 08:00	Checking all the TIC systems, and internet connectivity to the office.	All systems are up and running.
08:00 - 09:00	Configuration of printer connectivity with Madam Latiffa's desktop.	The printer was connected successfully.
09:00 - 10:00	Assisting the KISMA GOLD TZ LIMITED with the resetting of the company login email account.	The password was reset successfully.
10:00 - 10:30	Consulting Mr Viral Pravinchandra from the GB GLOBAL ENERGY SERVICE (T) LTD company on how to access the company account.	The change request letter was submitted to the TIC.
10:30 - 11:00	Assisting the EQUATOR ENTERPRISES COMPANY LIMITED with work permit facilitation fee application.	The control number was generated.
11:00 - 12:00	Assisting Mr Jackson Ishengoma with logging into the email.	The user was logged in successfully.
12:00 - 12:30	Updating the Exchange rate of the GePG portal back to 2530 to resolve the updated problems.	The Exchange rate was updated successfully.
12:30 - 13:00	Updating the login email to the GB GLOBAL ENERGY SERVICE (T) LTD.	The company email was updated successfully.
13:00 - 14:00	LUNCH	
14:00 - 15:00	Adding the COI number and Serial number to the KEARSLEY (TANZANIA) LIMITED expansion company project certificate.	The project certificate was updated successfully.
15:00 - 15:30	Troubleshooting power supply problem to the receptionist's desktop.	The problem was resolved successfully.
15:30 - 16:30	Generating the project report with total capital above USD 20 Million.	The project report was submitted to Mr Damas.
16:30 - 17:30	Performing a database backup to the 192.168.2.40 (ATTACHMENT-SERVER) server systems.	The database was backed up successfully.

Signature: