

DAILY STAFF TIMESHEET:**Staff name:** Joseph Nyello Maiko**Supervisor:** Devota S. Mkwawa (PICTO)**Date:** 07th June 2024

Time	Task	Outcome
07:30 - 08:30	Returning the KEARSLEY (TANZANIA) LIMITED expansion company project certificate to the secretary.	The company project certificate was returned successfully.
08:30 - 09:00	Connecting the facilitation printer with Mr Chikawe's laptop.	The printer was connected successfully.
09:00 - 09:30	Assisting Madam Masha with login email password.	The password was updated successfully.
09:30 - 10:30	Updating the login email from natashakassam@sterlinghotes.ca to natashakassam@sterlinghotels.ca , company TIN and company name of the BERKSHIRE HOTEL GROUP LIMITED.	The company login email was updated successfully.
10:30 - 11:30	Assisting the BIOPHARM LABORATORIES LIMITED with the application of the new project.	The activity is ongoing.
11:30 - 12:00	Returning the ROCK MINERAL RESOURCES (TANZANIA) LIMITED project to Mr Gaudence Mmassy's evaluation box.	The project was returned successfully.
12:00 - 13:00	Assisting the MIC TANZANIA LIMITED with the application of the project amendment.	The project application was completed successfully.
13:00 - 14:00	LUNCH	
14:00 - 15:00	Updating the WYMDY (TAZ) COMPANY login email from sammiotz@gmail.com to berlson-gilbert@gmail.com	The company login email was updated successfully.
15:00 - 16:00	1. Returning the GOLDLION FOODS COMPANY LIMITED project to Mr Kissima for amendment of certificate details. 2. Returning the project to the Secretary for printing.	The project details were amended and printed successfully.
16:00 - 16:30	Returning the A TO Z TEXTILE MILLS LTD project to Mr Kissima for amendment of certificate details.	The project was returned successfully.
16:30 - 17:00	Performing a database backup to the 192.168.2.40 (ATTACHMENT-SERVER) server systems.	The database was backed up successfully.

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