

Daily Staff Timesheet

Staff name: Athumani Mkyandika

Supervisor: Venance Mashiba

Date: 13th March 2024

Time	Task	Outcome
07.30am	To review mail, e-office and LinkedIn	Done
08.00am		
08.30am	To make aftercare phone calls for investors located Central Zone projects.	Done
09.00am		
09.30am		
10.00am	To coordinate and receive delegation from Germany and Italy and hold meetings in the Ministries of Finance, Agriculture, Livestock and Fisheries and the President's Office Planning and Investment. Foreigners are interested in investing in various projects that require money and modern technology here in Tanzania.	Done
10.30am		
11.00am		
12.00pm		
12.30pm		
13.00pm	BREAK	
14.00pm		
14.30pm	To coordinate and receive delegation from Germany and Italy and hold meetings in the Ministries of Finance, Agriculture, Livestock and Fisheries and the President's Office Planning and Investment. Foreigners are interested in investing in various projects that require money and modern technology here in Tanzania.	Done
15.00pm		
15.30pm		
16.00pm		
16:30pm		
17:00pm		

Daily Staff Timesheet

A handwritten signature in blue ink, appearing to read 'ASud', is centered within a light gray rectangular box.

Signature: