

Daily Staff Timesheet

Staff name: Athumani Mkyandika

Supervisor: Venance Mashiba

Date: 11th 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 participate in Virtual (Zoom) meeting with local investors XKB INVESTMENT GROUP for providing investment information and procedures as well as benefits of registering projects at TIC | Done |
| 10.30am | | |
| 11.00am | | |
| 12.00pm | | |
| 12.30pm | | |
| 13.00pm | BREAK | |
| 14.00pm | | |
| 14.30pm | To conduct aftercare phone call for CZ projects | Done |
| 15.00pm | | |
| 15.30pm | Reading online investment pages and books | Done |
| 16.00pm | To consult with investor Domiya Company and make follow up on his Work and residence permit. | Done |
| 16:30pm | | |
| 17:00pm | | |

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A handwritten signature in blue ink, appearing to read 'ASud', is centered on a light-colored, textured rectangular background.

Signature: