

Tasks for 24th March 2020 (GMCA)

- ✚ Loan Status Schedule for Brone Staff as at 31st December 2019 and Salary Schedule Total as at 31st December 2019 for 2019 for 2019 Audited Accounts.
- ✚ Email responses to clients
- ✚ Email responses to applicants
- ✚ Final Review of Salaries for March 2020 for BEG
- ✚ Submitted Documents received from GMFA including the requested documents from my end to the Auditor
- ✚ Received calls from Vendors
- ✚ Other administrative and contracts duties
- ✚ Continued working on geophysical documents and requested information for Nipex Total ITT Geophysical