

### **Tasks for 25<sup>th</sup> March 2020 (GMCA)**

- ✚ Edited and completed salary schedule BEG for March 2020 with the deductions requested
- ✚ Email responses to clients
- ✚ Email responses to applicants
- ✚ Uploaded and paid Salaries for Brone staff March 2020
- ✚ Completed salary Schedule for Access Bank Upload for SPDC CAD Contract Staff for March 2020
- ✚ Received calls from Vendors
- ✚ Online Transfers to LOS Operations account for operations funds and Logistics account, to logistics account to complete salary payment
- ✚ Follow up on Shell payment; spoke with the Shell representative Mr. Lekan who mentioned some payments have been made. Checked online on the Access Bank platform, payment is yet to come in.
- ✚ Other administrative and contracts duties via phone calls
- ✚ Sent email on Expatriates salary computation for March 2020 to DMD
- ✚ Email to Christian and Obioma for Medical Report Evidence
- ✚ Continued working on geophysical documents and requested information for Nipex Total ITT Geophysical