



ERL Telecoms Services Limited

WEEKLY STATUS REPORT

Name/ Employee ID: Abike Lawal / ERL-CT001 Job Title: Front Desk
Department: Admin Line Manager: Human resources
Date: 29TH MARCH 2021 – 2ND APRIL 2021

TASKS ASSIGNED	
FRIDAY: INTERNET DATA	
TASKS COMPLETED	
FRIDAY: The internet data fund was sent to the staffs.	
OUTSTANDING TASKS/TASKS TO BEGIN NEXT WEEK	
<ul style="list-style-type: none">• FIXING OF PIPE LEAKAGE TO THE TANK.• FIXING OF THE REST ROOM DOWN STAIRS• GETTING A GEEPEE TANK Purchase of Geepee tank will be approved after cost analysis has been forwarded.• CLEANERS BILL• ELECTRICITY TOP UP• DIESEL	
	Escalation point & Possible solution
COMMENTS	

LINE MANAGER'S COMMENTS

Report well received. Kindly note the above highlighted (including the minutes) are tasks that must be completed this week.

Do revert where you are experiencing challenges. Also do well to make your reports more explanatory, so we can have a good view of your deliverables.
The link to the general staff meeting will accompany this mail.

Have a great week.