**[Daily Work Report Form](http://www.hrdiscussion.com)**

**[تقرير عمل يومى](http://www.hrdiscussion.com)**

Employee Name اسم الموظف\_\_\_\_\_\_\_\_\_\_\_ Date التاريخ\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **CLIENT** | **CLIENT** | **PROJECT**  **CODE**  **كود المشروع** | | |  | **APPROVED** |
|  | **NAME** | **NUMBER** | **DESCRIPTION OF WORK** | **BY** |
|  |  |  |  |  |
|  | **اسم العميل** | **رقم العميل** | **وصف العمل** | **معتمد بواسطة** |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |

Telephone calls المكالمات الهاتفية:

|  |  |  |
| --- | --- | --- |
| Client Name اسم العميل | Client Number رقم هاتف العميل | Purpose الهدف |
|  |  |  |
|  |  |  |