



CASH CLAIM FORM

Date : 25. Feb. 2025
BU/BR/Division : Be The First (BU)
Department : Billing and Collection
Issue Amount : 51608/- Kyats/ - USD

Budget include (or) Not :

Yes [checked] Budgeted Title and Amount :
No [] Reasons for :

Required For:
Overtime charges for February 2025

မှတ်ချက်:
(၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိလူကြီးမင်းများအားလုံး သေချာစွာစစ်ဆေးစစ်ချက်ပြုထားသော ငွေပမာဏဖြစ်ရပါမည်
(The amount requested must be properly calculated, checked and verified by respective authorized person)
(၂) ထုတ်ယူငွေနှင့် ပတ်သက်၍ အမှားအယွင်း၊ လိမ်လည်မှု နှင့် အလွဲသုံးစားမှု တစ်စုံတစ်ရာ ရှိခဲ့ပါက၊ သက်ဆိုင်ရာ တာဝန်ရှိစစ်ဆေးအတည်ပြုသူက အပြည့် အဝ ပြန်လည်ရရှိအောင် တာဝန်ယူ ဆောင်ရွက်ပေးရမည်
(If there is errors, frauds or misappropriation, the authorized person must take full responsibility to recover the loss)

Request By: Maw Maw Tin (Requester)
Checked By: Arker Lin (Mgr/DH)
Checked By: Win Yee My Htwe (Finance & Account)
Approved By: Arker Lin (GM/AGM/COO)
Approved By: Chy Zin (CMC/CEO/Chairwoman) 27/2/25





OVERTIME REQUEST FORM

BU/BR/DIV Name : Be The First (BU)
 Department Name : Billing and collection
 Reason for Overtime : Customer complain and Bill paid

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	26.1.25	Taw Myo Aung	Collector	8:00AM	5:00PM	8	9600	
2.	29.1.25	Taw Myo Aung	Collector	8:00AM	5:00 PM	8	9600	
3.	19.2.25	Taw Myo Aung	Collector	8:00AM	5:00pm	8	9600	
4.	12.2.25	Taw Myo Aung	Collector	8:00AM	5:00pm	8	9600	
5.	12.2.25	Su Yamin Hlike	Admin Staff	8:00AM	5:00pm	8	9600	
6.	23.2.25	Taw Myo Aung	Collector	8:00 AM	5:00pm	8	9600	
							Z	
						Total Hours	48 hrs.	57600
						Total Amount		

Requested by
 Sign : *Jaw*
 Name : Maw Maw Thiri
 (Requestor)

Approved by
 Sign : *li 26.2.25*
 Arker Lin
 (DH)

Approved by
 Sign : *li 26.2.25*
 Arker Lin
 (GM/AGM/COO)

Checked by
 Sign : *Mya Kay Khaing*
 Mya Kay Khaing
 (HR)

05-CHL-HRM-FRM-020-05

Employee No	Designation	EmployeeName	Department	BusinessUnit	Date1	TimeIn	TimeOut	TimeIn Location	TimeOut Location
16585	Admin Staff	Su Yamin Htike	Billing System & Collection	Be The First	12/02/2025	07:54:01 AM	05:00:08 PM	ICT	ICT
16585	Collection Staff	Zaw Myo Aung(2)	Billing System & Collection	Be The First	23/02/2025	07:38:58 AM	05:09:02 PM	ICT	ICT
16585	Collection Staff	Zaw Myo Aung(2)	Billing System & Collection	Be The First	09/02/2025	07:42:36 AM	05:01:28 PM	ICT	ICT
16585	Collection Staff	Zaw Myo Aung(2)	Billing System & Collection	Be The First	29/01/2025	07:43:31 AM	05:00:33 PM	ICT	ICT
16585	Collection Staff	Zaw Myo Aung(2)	Billing System & Collection	Be The First	12/02/2025	07:55:26 AM	05:00:53 PM	ICT	ICT
16585	Collection Staff	Zaw Myo Aung(2)	Billing System & Collection	Be The First	26/01/2025	07:44:55 AM	05:02:14 PM	ICT	ICT

16585	ICT	CHECK-OUT
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January 2025 for Billing Department Assign

Name	1-Jan-24	2-Jan-24	3-Jan-24	4-Jan-24	5-Jan-24	6-Jan-24	7-Jan-24	8-Jan-24	9-Jan-24	10-Jan-24	11-Jan-24	12-Jan-24	13-Jan-24	14-Jan-24	15-Jan-24	16-Jan-24
	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu
Aye Phyu Phyu Zan	H	1	1	H	H	1	1	1	1	1	1	H	1	1	1	1
Maw Maw Thin	Assign	1	1	H	H	1	1	1	1	1	Replacement	H	1	1	1	1
Ye Kaung Htet	H	1	1	OT	H	1	1	1	1	1	1	H	1	1	1	1
Nay Lin Oo	H	1	1	H	OT	Resign										
Zaw Myo Aung	OT	1	1	H	Assign	1	1	1	1	1	Replacement	Assign	1	1	1	1
Wai Yan Oo(Wages)	OT	1	1	H	1	1	1	1	1	1	H	1	1	1	1	1

Name	17-Jan-24	18-Jan-24	19-Jan-24	20-Jan-24	21-Jan-24	22-Jan-24	23-Jan-24	24-Jan-24	25-Jan-24	26-Jan-24	27-Jan-24	28-Jan-24	29-Jan-24	30-Jan-24	31-Jan-24
	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Aye Phyu Phyu Zan	1	1	H	1	1	1	1	1	1	H	1	1	1	1	1
Maw Maw Thin	1	1	H	1	1	1	1	1	1	H	1	1	1	1	1
Ye Kaung Htet	1	1	H	1	1	1	1	1	1	H	1	1	1	1	1
Nay Lin Oo	Resign														
Zaw Myo Aung	1	Replacement	Assign	1	1	1	1	1	Replacement	Assign	1	1	1	1	1
Wai Yan Oo(Wages)	1	H	1	1	1	1	1	1	H	1	1	1	1	1	1

Aye Phyu Phyu Zan	Maw Maw Thin	Ye Kaung Htet	Nay Lin Oo	Zaw Myo Aung	Wai Yan Oo
<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

Check By
[Signature]

Myad Se Mon

Approved By AGM
[Signature]

Aster Lin

February 2025 for Billing Department Assign

Name	1-Feb-25	2-Feb-25	3-Feb-25	4-Feb-25	5-Feb-25	6-Feb-25	7-Feb-25	8-Feb-25	9-Feb-25	10-Feb-25	11-Feb-25	12-Feb-25	13-Feb-25	14-Feb-25	15-Feb-25	16-Feb-25
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Aye Phyu Phyu Zan	H	H	1	1	1	1	1	1	H	1	1	H	1	1	H	H
Maw Maw Thin	H	H	1	1	1	1	1	1	H	1	1	OT	1	1	H	H
Ye Kaung Htet	OT	H	1	1	1	1	1	1	H	1	1	H	1	1	OT	H
Zaw Myo Aung	H	Assign	1	1	1	1	1	Replacement	OT /	1	1	OT /	1	1	H	Assign
Su Yamin Htike	H	H	1	1	1	1	1	1	H	1	1	OT /	1	1	OT	H

Name	17-Feb-25	18-Feb-25	19-Feb-25	20-Feb-25	21-Feb-25	22-Feb-25	23-Feb-25	24-Feb-25	25-Feb-25	26-Feb-25	27-Feb-25	28-Feb-25
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Aye Phyu Phyu Zan	1	1	1	1	1	1	H	1	1	1	1	1
Maw Maw Thin	1	1	1	1	1	1	H	1	1	1	1	1
Ye Kaung Htet	1	1	1	1	1	1	H	1	1	1	1	1
Zaw Myo Aung	1	1	1	1	1	Replacement	OT /	1	1	1	1	1
Su Yamin Htike	1	1	1	1	1	1	H	1	1	1	1	1

Aye Phyu Phyu Zan	Maw Maw Thin	Ye Kaung Htet	Zaw Myo Aung	Su Yamin Htike
<i>Phyu</i>	<i>Maw</i>	<i>Maw/mo</i>	<i>Aung</i>	<i>Su</i>

Check By
<i>[Signature]</i>

Myat Se Mon

Approved By AGM
<i>[Signature]</i>

Ahmed Lin



Attendance History

Sa [

Date	Time	Station	Type
12-02-2025	05:00:08 PM	ICT	CHECK-OUT
12-02-2025	07:54:01 AM	ICT	CHECK-IN
11-02-2025	05:00:20 PM	ICT	CHECK-OUT
11-02-2025	07:56:07 AM	ICT	CHECK-IN
10-02-2025	05:00:08 PM	ICT	CHECK-OUT
10-02-2025	07:57:33 AM	ICT	CHECK-IN
08-02-2025	05:00:10 PM	ICT	CHECK-OUT
08-02-2025	07:56:37 AM	ICT	CHECK-IN
07-02-2025	05:00:09 PM	ICT	CHECK-OUT
07-02-2025	07:57:20 AM	ICT	CHECK-IN
06-02-2025	05:00:07 PM	ICT	CHECK-OUT
06-02-2025	07:54:45 AM	ICT	CHECK-IN
05-02-2025	05:00:06 PM	ICT	CHECK-OUT
05-02-2025	07:54:08 AM	ICT	CHECK-IN
04-02-2025	05:00:10 PM	ICT	CHECK-OUT
04-02-2025	07:57:01 AM	ICT	CHECK-IN
03-02-2025	05:00:11 PM	ICT	CHECK-OUT
31-01-2025	07:56:09 AM	ICT	CHECK-IN
30-01-2025	05:00:44 PM	ICT	CHECK-OUT
30-01-2025	07:49:46 AM	ICT	CHECK-IN
28-01-2025	05:00:09 PM	ICT	CHECK-OUT
28-01-2025	07:55:22 AM	ICT	CHECK-IN

Zaw Myo Aung

Aeroplane mode 5:00 762%

← Attendance History

Date	Time	Station	Type
29-01-2025	05:00:33 PM	ICT	CHECK-OUT
29-01-2025	07:43:31 AM	ICT	CHECK-IN
28-01-2025	05:00:38 PM	ICT	CHECK-OUT
28-01-2025	07:29:38 AM	ICT	CHECK-IN
27-01-2025	05:01:30 PM	ICT	CHECK-OUT
27-01-2025	07:31:18 AM	ICT	CHECK-IN
26-01-2025	05:02:14 PM	ICT	CHECK-OUT
26-01-2025	07:44:55 AM	ICT	CHECK-IN
25-01-2025	05:00:38 PM	ICT	CHECK-OUT
25-01-2025	07:55:51 AM	ICT	CHECK-IN
24-01-2025	05:00:48 PM	ICT	CHECK-OUT
24-01-2025	07:29:54 AM	ICT	CHECK-IN

Aeroplane mode 5:01 324%

← Attendance History

Date	Time	Station	Type
12-02-2025	05:00:53 PM	ICT	CHECK-OUT
12-02-2025	07:55:26 AM	ICT	CHECK-IN
11-02-2025	05:01:01 PM	ICT	CHECK-OUT
11-02-2025	07:36:51 AM	ICT	CHECK-IN
10-02-2025	05:01:05 PM	ICT	CHECK-OUT
10-02-2025	07:57:39 AM	ICT	CHECK-IN
09-02-2025	05:01:28 PM	ICT	CHECK-OUT
09-02-2025	07:42:36 AM	ICT	CHECK-IN
07-02-2025	05:01:23 PM	ICT	CHECK-OUT
07-02-2025	07:29:33 AM	ICT	CHECK-IN
06-02-2025	05:00:43 PM	ICT	CHECK-OUT
06-02-2025	08:00:18 AM	ICT	CHECK-IN
05-02-2025	05:02:25 PM	ICT	CHECK-OUT
05-02-2025	07:28:39 AM	ICT	CHECK-IN

Aeroplane mode 5:01 22%

← Attendance History

Date	Time	Station	Type
09-02-2025	05:01:28 PM	ICT	CHECK-OUT
09-02-2025	07:42:36 AM	ICT	CHECK-IN
07-02-2025	05:01:23 PM	ICT	CHECK-OUT
07-02-2025	07:29:33 AM	ICT	CHECK-IN
06-02-2025	05:00:43 PM	ICT	CHECK-OUT
06-02-2025	08:00:18 AM	ICT	CHECK-IN
05-02-2025	05:02:25 PM	ICT	CHECK-OUT
05-02-2025	07:28:39 AM	ICT	CHECK-IN
04-02-2025	05:01:52 PM	ICT	CHECK-OUT
04-02-2025	07:26:04 AM	ICT	CHECK-IN
03-02-2025	05:00:33 PM	ICT	CHECK-OUT
31-01-2025	07:29:09 AM	ICT	CHECK-IN
30-01-2025	05:01:28 PM	ICT	CHECK-OUT
30-01-2025	07:28:49 AM	ICT	CHECK-IN

Aeroplane mode 5:10 56%

← Attendance History

Date	Time	Station	Type
23-02-2025	05:09:02 PM	ICT	CHECK-OUT
23-02-2025	07:38:58 AM	ICT	CHECK-IN
21-02-2025	05:00:23 PM	ICT	CHECK-OUT
21-02-2025	07:45:01 AM	ICT	CHECK-IN
20-02-2025	05:00:44 PM	ICT	CHECK-OUT
20-02-2025	07:28:35 AM	ICT	CHECK-IN
19-02-2025	05:00:29 PM	ICT	CHECK-OUT
19-02-2025	07:28:43 AM	ICT	CHECK-IN
18-02-2025	05:00:29 PM	ICT	CHECK-OUT
18-02-2025	07:26:19 AM	ICT	CHECK-IN
17-02-2025	05:00:58 PM	ICT	CHECK-OUT
17-02-2025	07:57:54 AM	ICT	CHECK-IN
16-02-2025	05:00:47 PM	ICT	CHECK-OUT
16-02-2025	08:00:07 AM	ICT	CHECK-IN