

WEEK NO:7.....
WEEK ENDING:Friday.....
(Last working day of the week)

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
30/8/24 MONDAY	Calculation of the Statement of Account, SOA is a document that provides a detailed Summary of a customer's account activity over a Specific period.
1/10/24 TUESDAY	We attend microlending which is group lending, it is a valuable tool for individual and business in need of Small, Short term loans.
2/10/24 WEDNESDAY	We fill a Credit approval form, it is a document used by lenders to assess an individual or business's Credit worthiness before approving a loan or credit application
3/10/24 THURSDAY	How to open a Saving account in a micro-finance Bank, the individual account opening form of the bank, National ID Card, Nepa bill and {2000}
1/10/24 FRIDAY	I understand the concept of teamwork and Collaboration in a fast paced banking Environment.
SATURDAY	