

Backup Chat Live Chat Online
 Helen Lamb 50 Issues 37 Unread 15 ISO Tasks My Requests 25.40 °C



#VUI	Picture	Name	Active	Security	Proto	Details	Access	Allocated Roles	Roles Stats	HSE	Training	Required Reading	Wage	Breaks	Holid
94		Aqib Majeed viamed.aqib.majeed@gmail.com aqib.majeed@viamed.co.uk Direct Email aqib.majeed@vmsecure.me.uk	1	3	0										

Aqib Majeed Areas of Responsibility and Supervisor

[VM3COP02 Organisation chart](#)
[VM3COP02 Organisation Complete Overview](#)

Main Catagory	Supervisor	Responsibilities Members
Office Leader	Office Team	Sophie Lines Zoey Teal Kate Griffiths Emma Clark Michael Lamb Sophie Lines Sophie Lines Sophie Lines Zoey Teal Zoey Teal Kate Griffiths Kate Griffiths Kate Griffiths Emma Clark Emma Clark Emma Clark Michael Lamb Michael Lamb Michael Lamb Emily Hanson Catrin Hird Aqib Majeed Sherralee Lamb
Office Processes	Derek Lamb Derek Lamb Derek Lamb Derek Lamb	Responsibilities

Tasks Aqib Majeed Directly Allocated

#	Task Subject	Time Scale	On behalf of	Outstanding Next Due	Create Issue
243	Vacuuming of the Office, Hall and meeting room	Every 1 Weeks	Office Processes	24 Jul 2026	
239	Please check Paypal for orders	Every 1 Weeks	Office Processes	30 Jul 2026	
487	Checking Of Awaiting Action Tray - Priority 8s	Every 7 Days	Office Processes	24 Jul 2026	
496	Send Delivery Notifications	Every 1 Days	Office Processes	24 Jul 2026	
528	Review Inward Payments	Every 1 Days	Office Processes	24 Jul 2026	
620	Send VST Delivery Notifications	Every 1 Days	Office Processes	24 Jul 2026	
659	Sweep Kitchen Floor	Every 1 Weeks	Office Processes	24 Jul 2026	

Audits Aqib Majeed Directly Allocated

#	Task Subject	Time Scale	On Behalf of	Outstanding	Next Due	Create Issue
---	--------------	------------	--------------	-------------	----------	--------------