

Employee Performance Report

April 2025

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Employee Information
Name: Pooja rawat
Department: Recruitment Department
Division: HR Division
ID: 11

Attendance Performance
Present Days
17
out of 20 working days
Absent Days
3
out of 20 working days
Attendance Percentage
85.0%

Task Performance
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Total Tasks

8

assigned this month

Completed Tasks

6

out of 8 tasks

Average Rating

4.2/5

This report is system-generated and reflects your performance metrics for April 2025.

Please discuss any concerns with your manager.