

Key Result Area (KRA)

Employee Code	00631283	Employee Name	Mr. Mahendra Hindurav Jadhav	Band	I
Designation	Associate Executive - Accounts & Finance	Department	Accounts & Finance	Project/Location	Head Office - Navi Mumbai (HO)
Period	2022-2023	From Date	01-04-2022	To Date	31-03-2023
KRA Submittd On	19-09-2022	KRA Approved On	19-09-2022		

Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
1	Accounting	25.00	Accounting :- -Ownership, Moitoring, Controlling, planning and forecast of all routine function of accounting to be completed on time for HBT & HBTL -All Expense booking related to Employees , vendor and subcontractor, etc. -All Vendor bills booking : Services, purchase, travel booking etc.	Adherence to Completion	As agreed
			All Payment :- -Payment towards employee payment & reimbursement on weekly basis -Payment towards outside vendor as per management instruction -Salaries Processing and all salaries related Statutory payment.	Adherence to Completion	As agreed
			License deal :- Calculation activity completion and compliance.	Adherence to Completion	As agreed
			Customer Collection :- -Proper follow up for customer collection entries with TDS & clearing of on Account collection.	Adherence to Completion	As agreed
2	TB Review	5.00	-TB review on monthly basis and passing correcting entries. -Customer, related party vendor balances correction -Vendor Advance :- Balance to clear monthly basis -Employee Advance :- to email on monthly basis for clearance	Adherence to Completion	As agreed
3	HBT & HBTL (Related party transaction)	5.00	-To tally Reimbursement accounts (HBT & HBTL) -To tally Receivable and Payable account (HBT & HBTL)	Adherence to Completion	As agreed

REVIEWEE		REVIEWER		FINAL REVIEWER	
Name	Mr. Mahendra Hindurav Jadhav	Name	Mr. Nadeem Ul Haque Shaikh	Name	Mr. Nadeem Ul Haque Shaikh
Date	19-09-2022 11:19:25 AM	Date	19-09-2022 11:19:25 AM	Date	19-09-2022 11:19:25 AM

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Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
4	Finalisation	5.00	-Ownership of Finalisation of HBT and HBTL to be completed on time. - All accounting entires and Provisional entries should to posted well before MRM of HBT & HBTL. - All debit notes should be raised before month end. - Related party balance confirmation .	Adherence to Completion	As agreed
5	Statutory Audit	10.00	- Providing data to Auditors -Resolving there queries satisfactorily - Preparing Financials and Notes to Accounts to Auditors	Adherence to Completion	As agreed
6	Statutory Compliance of company	15.00	-Forecast, Planning and Ownership to meet the Statutory Compliance of HBT & HBTL -From all accounting , all payments, returns , Reply compliance of all notices , LDC , resolving assesments & Planing of tax saving for company. -GST related compliance (From maintaining books till filling returns and assessments)	Adherence to Completion	As agreed
7	Cash flow/ Banking	5.00	-Bank receipt & Payment entries to be passed by second day. -Bank Reco on fortnightly basis (HBTL & HBT) - Foreign Remittance -Opening a Bank account. -Ownership of Bank Guarantee documents.	Adherence to Completion	As agreed
8	Bank Gurantee	5.00	-Working on Existing bank guarantee limits enhancement -To Submit Bank Guarantee as per the request and time line from department.	Adherence to Completion	As agreed

REVIEWEE	REVIEWER	FINAL REVIEWER
Name Mr. Mahendra Hindurav Jadhav	Name Mr. Nadeem Ul Haque Shaikh	Name Mr. Nadeem Ul Haque Shaikh
Date 19-09-2022 11:19:25 AM	Date 19-09-2022 11:19:25 AM	Date 19-09-2022 11:19:25 AM

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9	MRM Closing	15.00	Complete Accounts for MRM by end of the month MRM Reports as needed	Adherence to Completion	As agreed
10	Automization	10.00	-Employee and vendor process Automization -Provision system Automization	Adherence to Completion	As agreed
	Total	100.00			

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