

Key Result Area (KRA)

Employee Code 00631013 Employee Name Ms. Sana Saravar Hussain Band I

Designation SR EXECUTIVE - RECEPTIONIST & ADMIN Department Admin Project/Location Head Office - Navi Mumbai (HO)

Period 2024-2025 From Date 01-04-2024 To Date 31-03-2025

KRA Submittd On 05-06-2024 KRA Approved On 05-06-2024

Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
1	Front Desk	30.00	a) Management of main telephone line for official purpose (incoming, outgoing, transfer and conference call). b) Acting as a front face for general queries. c) Assuring that new joinees admin formalities are getting completed on time. d) Managing All office Access for employees. e) Coordination with EFC and Reliable for employee and guest entry in the Reliable tech park premises.	Adherence to Completion	As agreed
2	Employee First	15.00	Every ticket should be forwarded to the consent department on the same day	Adherence to Completion	As agreed

REVIEWEE

Name Ms. Sana Saravar Hussain

Date 05-06-2024 10:30:11 AM

REVIEWER

Name Mr. Vijaykumar Patil

Date 05-06-2024 10:30:11 AM

FINAL REVIEWER

Name Mr. Mangesh Dattatray Wadaje

Date 05-06-2024 10:30:11 AM

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Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
3	HR Operations Support	35.00	a)Leave reversals & Timesheet queries b)Project Heirarchy updation & Employee transfer c)CV updation information collection d)Handling employee first service requests e)LOP data for payroll f) Project holiday calender & new project update, followup & uploading in onehr	Adherence to Completion	As agreed
4	Any additional task from time to time	20.00	Any additional task from time to time basis	Adherence to Completion	As agreed
	Total	100.00			

REVIEWEE Name Ms. Sana Saravar Hussain Date 05-06-2024 10:30:11 AM	REVIEWER Name Mr. Vijaykumar Patil Date 05-06-2024 10:30:11 AM	FINAL REVIEWER Name Mr. Mangesh Dattatray Wadaje Date 05-06-2024 10:30:11 AM
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