

## Key Result Area (KRA)

<b>Employee Code</b>	00631276	<b>Employee Name</b>	Mr. Vaibhav Dagadu Karale	<b>Band</b>	I
<b>Designation</b>	Executive - Accounts & Finance	<b>Department</b>	Accounts & Finance	<b>Project/Location</b>	Head Office - Navi Mumbai (HO) - HO-NaviMum
<b>Period</b>	2023-2024	<b>From Date</b>	01-04-2023	<b>To Date</b>	31-03-2024
<b>KRA Submittd On</b>	23-05-2023	<b>KRA Approved On</b>	23-05-2023		

Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
1	MRM i)MIS Working ii) PPT Creation	30.00	MRM PPT presentation with backup should ready for review at least 4 working days prior to MRM meeting	Adherence to Completion	As agreed
2	Invoicing	20.00	Invoices to be raised within 1 working days from the date of receipt of invoice request	Adherence to Completion	As agreed
3	Project Documentation i)PO/SOW/Agreements	15.00	Updated Documents should available for all project and maintenance of tracker	% to Completion	100
4	Accounts i) Booking as required	10.00	Carrying out of task when and require for Accounts Department	Adherence to Completion	As agreed
5	Secretariate i) Maintaining Tracker ii) Conducting meeting iii) ROC filling	25.00	All documents should be available within 15 days of event	Adherence to Completion	As agreed
			should be complete all statutory requirement for Board meeting/ AGM	Adherence to Completion	As agreed
			Filling of Documents at least 1 week before the Due date	Adherence to Completion	As agreed
	Total	100.00			

REVIEWEE		REVIEWER		FINAL REVIEWER	
<b>Name</b>	Mr. Vaibhav Dagadu Karale	<b>Name</b>	Mr. Nadeem Ul Haque Shaikh	<b>Name</b>	Mr. Nadeem Ul Haque Shaikh
<b>Date</b>	23-05-2023 02:35:25 PM	<b>Date</b>	23-05-2023 02:36:31 PM	<b>Date</b>	23-05-2023 02:36:31 PM