

## Key Result Area (KRA)

Employee Code	00631609	Employee Name	Ms. Aafreen Mohd. Aasim Shaikh	Band	I
Designation	EXECUTIVE - HR OPERATION	Department	Human Resources	Project/Location	Head Office - Navi Mumbai (HO)
Period	2024-2025	From Date	01-04-2024	To Date	31-03-2025
KRA Submittd On	21-10-2024	KRA Approved On	21-10-2024		

Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
1	Payroll Data Compilation	30.00	1. Providing payroll input for On-Roll employees to accounts by 26th of each month 2. Providing payroll input for Retainer & Interns by 29th of each month 3. Supporting HR Ops for timely completion for payroll by 26th of every month 4. Verifying employee master file 5.Managing Vendors/Retainers	Days	0 delays as per timelines
2	Employee Operations Employee First FnF - Clearance and Separation GMC and GPA Leave and Attendance Management	30.00	Resolving Service Requests received on Mails, Teams or Calls within 3 working days. 1. Completing the exit formalities for On-roll & Off-roll employees within 7 days from final approval 2.Accuracy for FnF inputs 3. Processing background verification of ex-employees within 7 days Policy renewal and monthly data input LOP & PL Calculations 25th of every month	Days % to Completion % to Completion % to Completion	95% 95% on time 100% Accuracy 100% Accuracy
3	PMS Goal Setting and KRA	10.00	As per agreed calendar	% to Completion	100%
4	Data Management	15.00	1. MRM & Board Meeting PPT	Adherence to Completion	As agreed

### REVIEWEE

**Name** Ms. Aafreen Mohd. Aasim Shaikh  
**Date** 21-10-2024 12:37:33 PM

### REVIEWER

**Name** Mr. Deepak Nityanand Chawla  
**Date** 21-10-2024 12:59:05 PM

### FINAL REVIEWER

**Name** Mr. Deepak Nityanand Chawla  
**Date** 21-10-2024 12:59:05 PM

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Employee Code 00631609 Employee Name Ms. Aafreen Mohd. Aasim Shaikh Band I

Designation EXECUTIVE - HR OPERATION Department Human Resources Project/Location Head Office - Navi Mumbai (HO)

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4	Data Management	15.00	Providing employee data update in One HR at any given point of time	% to Completion	100%
			Provide letter to employee like bank loan, higher education, Visa application	Days	7
5	Onboarding Activities Timelines	10.00	1. Appointment Letters within 7 days of joining 2. Weekly Induction for New Joinee 3.Coffee with CEO as per calendar	Days	100%
6	POSH	5.00	Annual 2 training to all employees as per calendar	% to Completion	100%
	Total	100.00			

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