

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 2023-24 **From Date** 01-04-2023 **To Date** 31-03-2024
KRA Submittd On 30-05-2023 **KRA Approved On** 30-05-2023

Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
1	1 Accounting	10.00	Ownership, Moitoring, Controlling, planning and forecast of all routine function of accounting to be completed on time for HBT & HBTL	Adherence to Completion	As agreed
			All Expense booking related to Employees , vendor and subcontractor, etc.	Adherence to Completion	As agreed
			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.	% to Completion	100
			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

REVIEWEE

Name Mr. Mahendra Hindurav Jadhav
Date 30-05-2023 10:30:11 AM

REVIEWER

Name Mr. Nadeem Ul Haque Shaikh
Date 30-05-2023 10:30:11 AM

FINAL REVIEWER

Name Mr. Nadeem Ul Haque Shaikh
Date 30-05-2023 10:30:11 AM

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Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
2	2 Finalization	5.00	-Ownership of Finalization of HBT and HBTL to be completed on time. - All accounting entries 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
3	3 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
4	4 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
5	5 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 Name Mr. Mahendra Hindurav Jadhav Date 30-05-2023 10:30:11 AM	REVIEWER Name Mr. Nadeem Ul Haque Shaikh Date 30-05-2023 10:30:11 AM	FINAL REVIEWER Name Mr. Nadeem Ul Haque Shaikh Date 30-05-2023 10:30:11 AM
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Designation Associate Executive - Accounts & Finance Department Accounts & Finance Project/Location Head Office - Navi Mumbai (HO)

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Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
6	6 Statutory Compliance of company	15.00	-Forecast, Planning and Ownership to meet the Statutory Compliance of HBT & HBTL Direct Tax related compliance. -From all accounting , all payments, returns , Reply compliance of all notices , LDC , resolving assessments & Planning of tax saving for company. -GST related compliance (From maintaining books till filling returns and assessments)	Adherence to Completion	As agreed
7	7 Cash flow/ Banking	5.00	- Bank receipt & Payment entries to be passed by second day. - Bank Reco on fortnightly basis (HBTL & HBT). - Ownership of Bank Guarantee documents. -Foreign Remittance. -Opening a Bank account.	Adherence to Completion	As agreed
8	8 Bank Guarantee	15.00	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
9	9 MRM Closing	10.00	Complete Accounts for MRM by end of the month	Adherence to Completion	As agreed
10	10 Atomization	10.00	- Vendor Process Automization - Other Automization	Adherence to Completion	As agreed

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Designation	Associate Executive - Accounts & Finance	Department	Accounts & Finance	Project/Location	Head Office - Navi Mumbai (HO)
Period	2023-24	From Date	01-04-2023	To Date	31-03-2024

KRA Submittd On 30-05-2023

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Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
11	MIS	10.00	MIS reports as required for MRM	Adherence to Completion	As agreed
	Total	100.00			

REVIEWEE		REVIEWER		FINAL REVIEWER	
Name	Mr. Mahendra Hindurav Jadhav	Name	Mr. Nadeem Ul Haque Shaikh	Name	Mr. Nadeem Ul Haque Shaikh
Date	30-05-2023 10:30:11 AM	Date	30-05-2023 10:30:11 AM	Date	30-05-2023 10:30:11 AM