

Key Result Area (KRA)

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|----------------------------|---------------------|----------------------------|-----------------------|------------------|---|
| Employee Code | 00631289 | Employee Name | Mr. Ronak Suresh Jain | Band | II |
| Designation | Executive Assistant | Department | Delivery | Project/Location | Head Office - Navi Mumbai (HO) - HO-NaviMum |
| Period | 2023-24 | From Date | 01-04-2023 | To Date | 31-03-2024 |
| KRA Submittd On 14-08-2023 | | KRA Approved On 15-08-2023 | | | |

| Sr.No | Goal Title | Weightage | Measurement Details | Unit | Quantity |
|-------|---|-----------|---|-------------------------|-----------|
| 1 | MRM & PDTO Preparation of MRM data and PDTO Analysis. | 25.00 | 1.1. Prepare the PDTO, MIS reports. Highlight the gaps & share with DH. FLOOR - 90% TARGET -100% (8 Marks) | No's | 12 |
| | | | 1.2. Proactive analysis of variance in PDTO in co-ordination with accounts & communication with respective program managers & DH. FLOOR - 90% TARGET -100% (7 Marks) | No's | 12 |
| | | | 1.3. Preparation of Presentation Slides minimum 1 day before the review dates FLOOR - 90% TARGET -100% (10 Marks) Quantity = No of MRM | No's | 12 |
| 2 | PO, Invoice & Payment Process | 15.00 | 2.1 Timely preparation of services PO for Strategic & Prime business unit. FLOOR - 90% TARGET -100% (8 Marks) | Adherence to Completion | As agreed |
| | | | 2.2 Process the Invoice within 1 day & process for payment after approval as per due dates. FLOOR - 90% TARGET -100% (7 Marks) | Adherence to Completion | As agreed |
| 3 | Weekly Tasks Invoice, Cashflow, MOM for Reviews, Compliance Reports. | 20.00 | 1) Update Invoice & cashflow tracker every week - Invoices to be rasied timely. (5 Marks) 2) Provide Rolling Forecast of Prime & Strategic BU for 30 Weeks every Monday. (5 Marks) 3) Prepare & circulate the MOM for weekly project & recruitment reveiw meetings on the same day. (5 Marks) 4) Program managers weekly compliance report. FLOOR - 90% TARGET - 100% (5 Marks) . Quantity = No of Weeks | No's | 52 |

| REVIEWEE | | REVIEWER | | FINAL REVIEWER | |
|----------|------------------------|----------|------------------------|----------------|------------------------|
| Name | Mr. Ronak Suresh Jain | Name | Mr. Kaustav Das | Name | Mr. Kaustav Das |
| Date | 14-08-2023 09:20:06 AM | Date | 15-08-2023 07:08:49 PM | Date | 15-08-2023 07:08:49 PM |

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Designation Executive Assistant Department Delivery Project/Location Head Office - Navi Mumbai (HO) - HO-NaviMum

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| 4 | Reusability Data | 20.00 | All available data (FS, TS, Source code) should be available with SPOC. | Adherence to Completion | As agreed |
| 5 | Proposal Tracker | 5.00 | 1) Provide the updated proposal tracker to COO on 1st working day of each Month. FLOOR - 90% TARGET -100%. Quantity = No of Months | No's | 12 |
| 6 | SAP Tracker | 15.00 | 1) Update SAP Detailed Tracker - Highlight critical things to COO. (5 Marks) 2) Invoice & Payment tracker to be updated every week.FLOOR - 90% TARGET -100% (5 Marks) 3) Maintain repository of order forms & update tracker. (5 Marks) | Adherence to Completion | As agreed |
| | Total | 100.00 | | | |

REVIEWEE

Name Mr. Ronak Suresh Jain

Date 14-08-2023 09:20:06 AM

REVIEWER

Name Mr. Kaustav Das

Date 15-08-2023 07:08:49 PM

FINAL REVIEWER

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