

Key Result Area (KRA)

Employee Code 00630658 Employee Name Ms. Meghana Bothare Band IV

Designation PERSONAL ASSISTANT TO CEO & MANAGER - ADMIN Department CEO Office Project/Location Head Office

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

KRA Submittd On 19-10-2024 KRA Approved On 21-10-2024

Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
1	Task Alocation follow up & closure Each & Every task gets included in the task sheet	20.00	At least 90% of the task should be completed on or before the target date.	%	90
2	Managing CEO's Calendar & Contacts	5.00	To arrange for CEO's internal & external meetings as per time availability. Blocking the calendar & sending invite for the same. Maintaining contacts	Adherence to Completion	As agreed
3	Maintaining critical documents official & personal.	10.00	Relevant documents should be made immediately available at least in 90% of the cases.	%	90
4	Maintain curtosity & enhance brand value of Highbar Take utmost care of the visitors coming at HBT. VIP guest , vendors, interview candidates. For VIP guestcar park & gates pass to be arranged. Receiving guest welcome clip at reception LCD.Tea snacks to be arranged as required.	10.00	Meeting Fiasco < 2%	Adherence to Completion	As agreed
5	Tour arrangement.	5.00	To plan CEO's travel & book tickets thru vendors with minimum fare and also accommodation to be arranged in guest house or hotel. Claim Travel vouchers for reimbursement.	Adherence to Completion	As agreed

REVIEWEE

Name Ms. Meghana Bothare

Date 19-10-2024 06:20:04 PM

REVIEWER

Name Mr. Mangesh Dattatray Wadaje

Date 21-10-2024 06:08:50 AM

FINAL REVIEWER

Name Mr. Mangesh Dattatray Wadaje

Date 21-10-2024 06:08:50 AM

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Designation	PERSONAL ASSISTANT TO CEO & MANAGER - ADMIN	Department	CEO Office	Project/Location	Head Office
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Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
6	Managing admin department with highest efficiency	50.00	Timely complesion of all jobs with acceptable quality without any esclations	Adherence to Completion	As agreed
	Total	100.00			

REVIEWEE

NameMs. Meghana Bothare

Date19-10-2024 06:20:04 PM

REVIEWER

NameMr. Mangesh Dattatray Wadaje

Date21-10-2024 06:08:50 AM

FINAL REVIEWER

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