

Key Result Area (KRA)

Employee Code 00630658	Employee Name Ms. Meghana Bothare	Band III
Designation Personal Assistant to CEO	Department CEO Office	Project/Location Head Office
Period 2022-2023	From Date 01-04-2022	To Date 31-03-2023
KRA Submittd On 23-06-2022	KRA Approved On 23-06-2022	

Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
1	Task Allocation 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 courtesy & 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 23-06-2022 03:59:50 PM

REVIEWER

Name Mr. Mangesh Dattatray Wadaje
Date 23-06-2022 05:31:28 PM

FINAL REVIEWER

Name Mr. Mangesh Dattatray Wadaje
Date 23-06-2022 05:31:28 PM

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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			

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