

Key Result Area (KRA)

Employee Code	00631013	Employee Name	Ms. Sana Saravar Hussain	Band	I
Designation	SR EXECUTIVE - RECEPTIONIST & ADMIN	Department	Admin	Project/Location	Head Office - Navi Mumbai (HO)
Period	2023-2024	From Date	01-04-2023	To Date	31-03-2024
KRA Submittd On 09-06-2023		KRA Approved On 09-06-2023			

Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
1	Recruitment Support a) Supporting recruitment in Interview scheduling till candidate finalized during the year b) Coordinating with panel for getting their availability on time to fulfill the recruitment needs.	45.00	Per month number of offers	No's	60
2	Bill processing of T&M basis Freelancers	15.00	Bill processing of T&M basis Freelancers by 10th of the month	Adherence to Completion	As agreed
3	Bill processing of Deployment Vendor Resources	15.00	Bill processing of Deployment Vendor Resources by 25th of the month	Adherence to Completion	As agreed
4	Employee First	15.00	Every ticket should be forwarded to the consent department on the same day	Adherence to Completion	As agreed
5	Any additional task from time to time	10.00	Any additional task from time to time basis	Adherence to Completion	As agreed
	Total	100.00			

REVIEWEE		REVIEWER		FINAL REVIEWER	
Name	Ms. Sana Saravar Hussain	Name	Mr. Vijaykumar Patil	Name	Mr. Mangesh Dattatray Wadaje
Date	09-06-2023 05:28:47 PM	Date	09-06-2023 05:30:24 PM	Date	09-06-2023 05:40:31 PM