

Key Result Area (KRA)

Employee Code	00631013	Employee Name	Ms. Sana Saravar Hussain	Band	I
Designation	Executive - Receptionist & Admin	Department	Admin	Project/Location	Head Office - Navi Mumbai (HO)
Period	2022-2023	From Date	01-04-2022	To Date	31-03-2023
KRA Submittd On 20-06-2022		KRA Approved On			

Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
1	Front Desk	30.00	a) Management of main telephone line for official purpose (incoming, outgoing, transfer and conference call).  b) Acting as a front face for general queries. c) Assuring that new joinees admin formalities are getting completed on time.  d) Managing All office Access for employees.  e) Coordination with EFC and Reliable for employee and guest entry in the Reliable tech park premises.	Adherence to Completion	As agreed
2	Employee First	15.00	Every ticket should be forwarded to the consent department on the same day	Adherence to Completion	As agreed

REVIEWEE

Name Ms. Sana Saravar Hussain  
Date 20-06-2022 06:16:01 PM

REVIEWER

Name Mr. Vijaykumar Patil  
Date 27-06-2022 02:26:59 PM

FINAL REVIEWER

Name Mr. Mangesh Dattatray Wadaje  
Date 27-06-2022 02:25:27 PM

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3	Recruitment Support	45.00	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. c)Uploading candidate data with proper information in OneHR system	Adherence to Completion	As agreed
4	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			

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