

## Key Result Area (KRA)

Employee Code	00631341	Employee Name	Mrs. Monica Swapnil Dhuri	Band	I
Designation	Executive - Admin	Department	Admin	Project/Location	Head Office - Navi Mumbai (HO)
Period	2024-2025	From Date	01-04-2024	To Date	31-03-2025
KRA Submittd On	11-07-2024	KRA Approved On	18-07-2024		

Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
1	Admin Operations - Travel & Visa Travel Desk - Travel Management , Visa arrangement, Hotel accommodation, Forex as per SLAs	50.00	Within SLA	Adherence to Completion	As agreed
2	Admin Operations - Provisioning Ensure that all Admin PO are generated properly on time through the system. Ensure that the Monthly provisions are shared with Accounts by 26th of every month with 100% accuracy	10.00	Adherence to timelines, Within 26th of the month	Adherence to Completion	As agreed
3	Vendor Management Vendor management - Ensure that all admin vendors are delivering as per company requirement (time, quality, quantity, cost) their payments are not delayed unnecessarily, find new options for better deals for the company	30.00	As per requirement	Adherence to Completion	As agreed
4	Office Management Petty cash-:Handling of Admin petty expenses on monthly basis	10.00	Petty cash settlement accuracy at month end	Adherence to Completion	As agreed
	Total	100.00			

### REVIEWEE

**Name** Mrs. Monica Swapnil Dhuri  
**Date** 11-07-2024 10:57:45 AM

### REVIEWER

**Name** Ms. Meghana Bothare  
**Date** 18-07-2024 09:45:09 AM

### FINAL REVIEWER

**Name** Ms. Meghana Bothare  
**Date** 18-07-2024 09:45:09 AM