

## Key Result Area (KRA)

|                            |                |                            |                         |                  |   |
|----------------------------|----------------|----------------------------|-------------------------|------------------|---|
| Employee Code              | 00631599       | Employee Name              | Ms. Nikita Arvind Yedre | Band             | I   |
| Designation                | Executive - HR | Department                 | HR - Recruitment        | Project/Location | Head Office - Navi Mumbai (HO) - HO-NaviMum |
| Period                     | 2024-2025      | From Date                  | 01-04-2024              | To Date          | 31-03-2025                                  |
| KRA Submittd On 14-10-2024 |                | KRA Approved On 14-10-2024 |                         |                  |   |

| Sr.No | Goal Title  | Weightage | Measurement Details                          | Unit                    | Quantity  |
|-------|---|-----------|--|-------------------------|-----------|
| 1     | Recruitment Support<br>1. CV creation in OneHR.<br>2. Calling to candidats for screening.<br>3. Taging for Interview. | 50.00     | Average No of CV creation in OneHR per month | No's                    | 180       |
| 2     | Interview Scheduling and follow-up.   | 10.00     | 8 Interview per day - 176 per month          | No's                    | 176       |
| 3     | PO creation<br>1. New PO.<br>2. PO Extension.   | 10.00     | PO creation                                  | Adherence to Completion | As agreed |
| 4     | 'Vendor Payment-<br>1. Payment Process in OneHR.<br>2. Tracking of Payment Status and remiders.                       | 10.00     | Payment release on time                      | Adherence to Completion | As agreed |
| 5     | Exit Proccess of ( Contract Employee)   | 10.00     | Saparation in OneHR                          | Adherence to Completion | As agreed |

### REVIEWEE

**Name** Ms. Nikita Arvind Yedre  
**Date** 14-10-2024 10:24:33 AM

### REVIEWER

**Name** Mr. Kaustav Das  
**Date** 14-10-2024 11:24:50 AM

### FINAL REVIEWER

**Name** Mr. Kaustav Das  
**Date** 14-10-2024 11:24:50 AM

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|-------|---|-----------|---|-------------------------|-----------|
| 6     | Any additional task from time to time basis | 10.00     | Any additional task from time to time basis | Adherence to Completion | As agreed |
|       | Total                                       | 100.00    |   |                         |           |

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