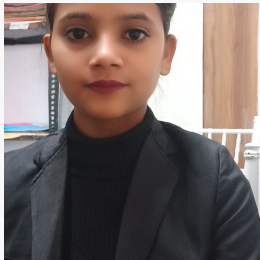


Personal Details



Employee Code	522		
Name	Shikha . Sharma	Gender	Female
Marital Status	Unmarried	Date of Birth	03/10/2005 00:00:00
Mobile Number	9780379719	Age	19
Email Address	shikhashikhasharma0310@gmail.com		

Permanent Address

Address	H.No.604, Near Khasi Chowk, Chawla, Colony,Jamalpur, Focal Point , Ludhiana,Punjab	City	Ludhiana
State	Punjab	Pin code	141010
House Phone Number	NA		

Temporary Address

Address	NA	City	NA
State	NA	Pin code	NA

Identity Information

PAN No	RXEPS0556R	Aadhaar Number	645292285150
Driving Licence No	NA		

Qualification Information

Education Type	Degree/Course	Name of the Institution	Year	Precentage
Higher Secondary	Class 12	PSEB	2021	87

Specailisation Course

Name of the Institution	Year	Precentage
	0	

Previous Work Information

Company	Position	From	To
UNIQUE	GSA	1/Aug/24	28/dec/24

Work Details

Department	Front Office	Designation	Guest Service Associate
Date of Joining	30/12/2024 00:00:00		
Level	A		
Reporting to Designation	Front Office Manager	Level	M2
Official Email Address	fom@bhairavgarh.com		
Confirmation Status	Pending	Date of Confirmation	2025-06-30
Date of Resignation		Date of Leaving the Organisation	
Company Accomodation	Yes	Locker	No
On Roll	Yes	On Contract	No
Contract Start Date		Contract End Date	
Date of Increment		Promoted to	
Experience	1 year		
Reference Name		Covid Vaccination	Vaccinated
Details of Illness if any	no		

Bank Details

Bank Account Number	2948946518		
Name of Bank	Kotak Mahindra Bank	Bank Branch	NA

Salary Details

Components	Per Month	Per Annum
Basic	8311.00	99732.00
HRA	6800.00	81600.00
Conveyance Allowance	0.00	0.00
CCA	0.00	0.00
Other Allowance	0.00	0.00
Gross (A)	15111.00	181332.00
PT	0.00	0.00
Employee PF @12% (Basic)	997.00	11964.00
ESIC @ 0.75%	113.00	1356.00
Meals	0.00	0.00
Accommodation	0.00	0.00
Total Employee Deduction (B)	1110.00	13320.00
Employer PF	1080.00	12960.00
Company Contribution to ESIC @ 3.25%	491.00	5892.00
Bonus	0.00	0.00
Total Company Contribution (C)	1571.00	18852.00
In Hand (A-B)	14001.00	168012.00
CTC (A+C)	16682.00	200184.00

Family Details

Name of the Spouse	NA	Date of Birth	
Landline No.			
Spouse Age	0	House Phone	
Mothers Name	Rekha Sharma	Date of Birth	
Fathers Name	Dineshchand Sharma	Date of Birth	
Landline No.			

Children Information

Name	Age	Relation

Emergency Information

First Name	Rekha Middle Name Last Name	Relation	Mother
Emergency Contact Number	6280689504	Provident Fund Number	102120986668
ESI Number	NA	Blood Group	A+

Warning Letters

Uniform Details

Uniform by Company: <b>Yes</b>					
TShirt :	Trouser :	Shirt :	Jacket :	Shoes :	Apron :
Chefcoat :	Cap :	Coat :	Skirt :	Name Badge :	

Employee File Checklist Details

Probation/Confirmation

Due Date : 30 Jun 2025	Status:	Letter Issued :
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Promotion Increment

Leave Details

PL	0.00	CL	0.00	SL	0.00
Comp-off	0.00	OP	0.00	AR	0.00
ML	0.00	LWP	0.00		

Exit Resignation Details

Resignation submission date	Resignation acceptance date
Resignation submitted Via	Resignation submitted to
Exit Interview Form	All hotel items issued returned
Experience letter issued	Reason for leaving

HandOver Details

Files & Documents Handover	Passwords
Transfer of E-Mails	Any pending payments/Receipts
Recovery of ID cards/Insurance Cards/Connect Cards	IT Assets Handover

