Weekly Performance Report – IT Department

Employee Name: Faizan

Designation: Backend Developer

Week: From 04-08-2025 To 09-08-2025

Report Prepared By (Manager): MUHAMMAD AWAIS KHAN

✓ 1. Task Summary

Task Type	Assigned	Completed	Pending	Remarks	
New CRM	Apis for file manager extra features like restore etc and optimization	All Done		Worked on multiple apis for extra features like restore search and also optimized multiple apis to reduce the response data size from 200+kb to 5 kb making it more optimized and faster	

Task

Summary

Task Type	Assigned	Completed	Pending	Remarks
New CRM	Worked on multiple tasks of Api creation and supporting team in there Apis related work	All Done	Tenuing	 Auto update password feature Manual assign comment Api manual assign discount offers Api Manual assign contact messaged Api

2. Task Summary

Task Type	Assigned	Completed	Pending	Remarks
New CRM	Worked on	All done		All Apis related work and logic creation done and provided to Talha
	salaries module			
	all Apis and			
	logic setup in			

	backend for			
	talha			

6. Summary for Team Discussion

Area	Rating (1–5)	Remarks
Major Achievements	5	Worked on all Assigned Task Very well and deliver it on time
Areas for Improvement	5	Overall, he is good in his area of work like handling backend
Support/Training Needed	5	He is good overall just need support it logic explanation

4. Suggestions/Feedback from Manager

So far, he is doing good job, and his behavior is supportive.

5. Weekly Goals for Next Week

- This week's goal for him:
- To implement and create Apis for any module required for the team weekly goals
- Switching him to react side so he can be helpful on frontend side also
- Help in Fixing issues if any