

Employee Name : SANTOSH GOREGAONKAR

Manager's Name : V. R. Krishnan

Goalsheet Of Year: 2017-2018

KRA Category : Business

KRA Weightage : 15

KRA Description : Reporting of Export orders to Finance for Forex Cover. / Data Support / Oil Booking Circulate

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactory Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance
Statement updating all orders with required details including expected date of shipment and expected date of payment to be received (tentative) with assumed foreign currency rate-to take timely decisions on forex cover.	Days			5	4	3	2	1
Preparation of Report of Outstanding export orders (with break up of partial shipments, short closed contracts) at the end of the month for the treasury Department.	Days			6	5	4	3	2
Oil booking circulate to concern	Days			5	4	3	2	1

KRA Category : Process

KRA Weightage : 30

KRA Description : Processing Sales Contracts in the system

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactory Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance
Sales Contract to be entered in the system with input from the Sales Inquiry after confirming the specs, shipping marks, packaging, shipment schedule, incoterms, payment term, commission etc.	Days			5	4	3	2	1
Communication of Sales contract to various concerned departments through email by sending soft copy of the PO to EXIM & dispatch team and filing the PO.	Days			5	4	3	2	1
Amending Sales Contract/creating a new sales contract as and when there are changes in orders from the customer along with release of amended PFI. Communication of the amendments sent to concerned departments.	Days			5	4	3	2	1
Deletion of old Sales contract from system with approval from concerned managers to avoid duplication. Filing the Sales Contracts for the future review.	Days			5	4	3	2	1
Reporting pending	Days			7	6	5	4	3

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactory Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance
order statement with all required details to reporting head and respective assistant managers & also ensuring unused pending orders are closed in the system with their approval.								

KRA Category : Customer

KRA Weightage : 40

KRA Description : Customer service / Order Execution

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactory Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance
Processing orders in the system for Tarmesh, Fujian/Ucity,IQL, Opsonin Pharma, Wania Enterprises, ATG, Multyway Motorways, Richard Pieris, Oleon, Unioleon, Unisynth, VVF LLC, Polyrho. BASF, Vikudha, Brenntag, Dipol, Distribudora, Panache Organics, HBI trade, Compania Hulera Tormel, Associate motorways, Kemimac, Look Chemicals, Tricon dry Chemicals, Reuse Trading, Petrochem Lanka, Maltby SA.	Days			5	4	3	2	1
Sending Order acknowledgement to the customer, Informing customer about material availability and shipment schedule, Inform shipment status to the customer, Take BL draft approval from the customer as and when needed, Send copy documents to customer after shipment, Inform courier tracking details to the customers.	Days			7	5	4	3	2
Following up with the customer for opening the LC and payment	Days			5	4	3	2	1
Follow-up with finance for Original LC, Advance Payment and payment confirmation.	Days			5	4	3	2	1
I am ready to take additional responsibilities of any few customers.	Days			5	4	3	2	1

KRA Category : People

KRA Weightage : 15

KRA Description : Preparing proforma invoice(PFI) for the orders required by the customer to facilitate Advance payments, LC Opening and acknowledged PI treated as Purchase Order.

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactory Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance
Preparation of proforma invoices as and when required by the customer for opening L/C or for remitting advance payment	Days			5	4	3	2	1
Communication of the amendments sent to concerned Customers.	Days			5	4	3	2	1

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Individual Development Plan (WI.CHR.03 F.NO. 1)

Employee Name	Manager's name	Employee ID	Year
SANTOSH GOREGAONKAR	V. R. Krishnan	10000110	2017-2018

Please discuss your strengths and work related weaknesses with your manager and identify your training needs. Your development will happen through the following ways:

Part A: Development through Instructor led training in Classroom

No	Name of program	Faculty	Days	Please explain why the training is needed
1	Training on ISO 9001 & 15000 **	ASHOKRAO PATIL	1	This is mandatory
2	Environment Health and Safety *	Sunil Katekari	1	This is mandatory
3	Prevention of Sexual Harassment *		1	This is mandatory
4	Effective Communication Skills	Charles Carvalho	2	
5	The Super Manager	Amit Sanas	2	
6	Six Thinking Hats		1	
7	Art of Charm	Anant Pednekar	1	

*Mandatory for all employees to attend this program

**Mandatory for employees working at locations covered by the certifications

If you need a program that is not mentioned above, please use the space below. Please note this program may be offered if at least 20 people request for it.

No	Topics required	No. of Days	Internal faculty name
1			
2			

Note: Part B and Part C are to be filled by only AGM and above employees.

Part B: Development through developmental relationships

No	Relationship	Name of leader	Number of Meetings planned	Target date	Program Completed	Reviews
1	Coaching through leader in own function for functional inputs					
2	Coaching through leader in own function for functional inputs					

Part C: Development through action learning projects

Project Title	
Review date	
Target end date	
Project scope	
Project exclusions	
Project deliverables (Target at rating 3: good solid performance)	
What is the employee expected to learn from this project	
Reviewer(s) name	
Project Status	
Project Status Comments	