

Employee Profile

Name:	Mohammad Abubakar Siddique		
Age :	23	Date of Birth:	22/01/2001
Present Address:			
Emergency Contact:	850100302	Mobile No:	7997097092
Automobile:	Bike ☐	Make:	2018
Vehicle EMI:	NA	Year:	NA
Date of joining:	04/09/2023		

Personal Information (Optional)

Marital Status:	☐ Married ☒ Single				
Name of spouse:					
Spouse works at:					
Spouse's designation:					
Spouse's Gross Salary:					
Number of Children:					
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Residence:					
Monthly Rent or EMI:					
Type of House:					

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FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:		EMI:	
	Personal Loan		EMI:	
	Gold Loan		EMI:	
	Chit Fund:		EMI:	
	Others:		EMI:	
Insurance Policy	Medical Insurance:		Premium:	
	Life Insurance:		Premium:	
	Term Insurance:		Premium:	
	Other Insurance:		Premium:	
Type of savings	Mutual Funds:		▼	
	Stock bonds:		▼	
	Fixed Deposit:		▼	
	Other Savings:		▼	

APPRAISAL FORM 2024-2025

Designation:	Jr. Architect	Division:	E & D
Qualification / Education:	Bachelor in Architecture		
Years of Experience in relevant field:	3		
Expected Percentage	50		
Justification for increase:	As I settled into my role, I gained a strong understanding of our office's operations & developed a genuine passion for my work, particularly after the first three months. I have been actively coordinating with all required teams, including Quantity Survey, Purchase, Procurement, Lawyers, Engineers, Project managers, and every other concerned member of the company. I'm committed to our projects & eager to continue learning within the organization. However, to align my dedication with my career aspirations & opportunities elsewhere, I seek a salary increase that would acknowledge my contributions & motivate me to further contribute to our team's success.		
Justification for Promotion:	While I appreciate the opportunity to contribute as a Jr. Architect, I believe there is still much to learn & master before pursuing a promotion in designation. By remaining in my current role, I can further refine my skills & prepare myself for greater responsibilities. This approach ensures that any future promotion is justified & aligned with my personal & professional growth objectives.		
Preferred Designation:	Jr. Architect		
Complaints:			
Suggestions:			
Recognition & Rewards, Process Improvement, Greenery plantations in the H.O			

Signature: Abubakar Siddique Date: 01-04-2024