Employee Profile

Mohhammed.Sufyan Rabbani

Name:

| Age: | 24 | | | Date of Birth: | | 09.08 | 8. 1984 |
|-------------------------|----------|-------------|------------|----------------|-----|-------|------------------------|
| Present Address: | 2-19- | -78/33, kal | yanp | uri colony, up | pa1 | hydei | rabad, 50003 |
| Emergency Contact: | 72073 | 317054 | | Mobile No: | T | 93466 | 697084 |
| Automobile: | | | • | Make: | | | |
| Vehicle EMI: | | | | Year: | | | |
| Date of joining: | 16. 09 | 9. 2021 | | | | | |
| Personal Information (O | ptional) | | | | | | * |
| Marital Status: | O Ma | arried | O S | Single | | | |
| Name of spouse: | | | | | | | |
| Spouse works at: | | | | | | | |
| Spouse's designation: | | | | | | | |
| Spouse's Gross Salary: | | | | | | 0 | |
| Number of Children: | | | | | | | |
| Name | Age | Gender | Na | ame of School | C | lass | Approx. Annual Fees |
| | | | | | | | |
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| | | | | | | | |
| Residence: | Parei | nts | | | | | • |
| Monthly Rent or EMI: | | | | | | | |
| Type of House: | Inde | oendent Ho | ouse | | | | ontinued |

Continued.....

FINANCIAL COMMITMENT (Optional)

| Loans: | Home Loan: | | EMI: | |
|------------------|-----------------------|-----------|----------|---------|
| | Personal Loan | | EMI: | |
| | Gold Loan | | EMI: | |
| | Chit Fund: | | EMI: | |
| | Others: | TV, phone | EMI: | 5,500 - |
| | | | | |
| 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: | Asst, Engineer | Division: | CONSTRUCTION |
|--|---|----------------------|-------------------------------|
| Qualification / Education: | B. tech(civil) | | |
| Years of Experience in relevant field: | O2years 7 months | | |
| Expected Percentage | 32% | | |
| Justification for increase: | | | |
| Handed over 2727, 4545 at 0E, 5600C, 5600H, CA works | s per target dates gi at gvrc and handling | ven, hand syngene | ling 2727, 4545, 560 clients. |
| Justification for Promotion: | | | |
| I've been working and le , I deserve to get prome | | | |
| Preferred Designation: | engineer | | |
| Complaints: | | | |
| | | | |
| Suggestions: | | | |
| Signatura. (M | | ٨. ١. | 12024° |
| Signature: | Date | e: 01/04 | 1 |

Appraisal by Manager (Confidential report to HR)

| Name of Employee: | Md.Sufyan rabbani |
|--|----------------------------------|
| Project: | GVRC |
| Overall performance: | Good |
| Attitude towards colleagues: | Good |
| Team player: | Good |
| Personal appearance: | Good |
| Interest / Enthusiasm in work: | Good |
| Knowledge of work: | Good |
| Attendance / punctuality: | Good |
| Communication skills – oral – in English | Good |
| Communication skills – oral – in Telugu | Good |
| Note: Rate as good, average or poor. | |
| Key strengths: | |
| Having good knowledge in civil works m | aintainance ,dealing with client |
| | |
| Shortcomings or weaknesses: | |
| | |
| | |
| How can we get more from the employee? | |
| More increment | |
| What are the precautions to be taken? | |
| | |
| | |
| Prepared by: T Madhu | Date: 15/04/2024 |

Division: Construction

Continued.....

SALARY REVISION FORM (2023-2024)

Name:

| Age: | | ionamna | The Control of the Co | ubyan 1 | Rabbani | |
|---------------------------------|------------|---------------|--|--|--|------------------------|
| Present Address | s: | 23 4 | hs lse v | | The second secon | |
| | | Hydu | abad | Joon Joon | u Colo | 38/01/202 |
| Phone ®: Automobile: | | 934669 | | Mobile: | | 1346697084 |
| Vehicle EMI: | | Car Bike | e 🗆 Nil | Make: | | YAMAHA - FZ |
| Salary at the time joining: | of \ | 6,000 | | Year: | | 2025 |
| Personal Informati | ion (Optio | nal) | | Date of join | ing: | 609/2021 |
| Marital Status: Name of spouse: | | urried / Sing | le | | | |
| Spouse works at: | | | | | | |
| Spouse's designation | n. | | | | | |
| Spouse's Gross Sala | | | | 5885 THE RESERVE TO SERVE THE RESERVE THE RESERVE TO SERVE THE RESERVE T | | |
| Number of Children | | | | | 200 | |
| Name | Age | Gender | | | | |
| | - 80 | Gender | Name | of School | Class | Approx. Annual Fees |
| | | | | | | |
| | - | | | | | |
| | + | | | | | |
| | + | | | | | |
| | + | | | 1 | | |
| sidence: | Own (| Z Parents = | D. | | | |
| nthly Rent or EMI: | 1 | ☑ Parents □ | Rented [| Other | | |
| e of House: | | | e 🗆 Flat | | | |

| | B. Tech Civil Engineering. |
|-----------------------------|--|
| Qualification / Éducation : | ayrs including & mouth intermship |
| Years of Experience in | 2 yrs (construction) |
| relevant field. | |
| - anted gross salary: | him in over the |
| Latification for increase: | I have been conflicted Inter structures |
| Justine Site | and was handling Interstructured and was hardling in time as |
| | tet the works to the |
| | |
| discussed with | of ildren's Part, Road work |
| Ampisheathe, | Children's Part, Road work, and gardening was dore |
| 0 | and get |
| 1 hu me de | dependently I have I expect |
| - By | This company |
| alet from | oney of salarey. |
| In Cut | |
| 0 | |
| a magastic | DDS: |
| Complaints & suggestion | ya. |
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| | |
| | Canier Engineer |
| Preferred Designa | tion: Senior Engineer |
| Ticles | 1004/2023 |
| C | Date: |
| Signature: | -W/V |
| | V |

For office use only:

| 2. Sufivan | | Existing | Revised |
|----------------|--------------------|----------------|---------|
| | Rabbani | | Revised |
| 3. C.T. C. S | Salary | 20000 | |
| 4. Gross Sa | lary including ESI | 20000 | |
| 5. Basic | merdding ESI | & PF 18306 | |
| Dusie | | 9153 | |
| 6. DA | | 1830 | |
| 7. HRA | | | |
| 8. PF (Fmpl | | 7322 | |
| | oyer + Employee) | 2196 | |
| 9. ESI (Empl | loyer + Employee) | 732 | |
| 10. Net Salary | after ESI & PF dec | | |
| 11. Mobile All | OWance | | |
| | | 399 | |
| - Continy CO | | 0 | |
| 3. Loan with o | company | | |
| 4. Loan repay | ment per month | | |
| 5. Medical inc | urance provided | | |
| Accidental; | urance provided | | |
| Accidental i | nsurance provided | Yes | |
| No. of leaves | s taken in 2022-23 | 12 | |
| . Company | 20 | | |
| Division | | GVRC | |
| 21,131011 | N . | Const. | |
| Designation | | | |
| Remarks: | | Asst. Engineer | |
| | | | |
| | | | |
| | | | |
| Prepared 1 | by: Date | | |
| Iqra Khatoon | | Approved by: | Date: |
| | 14-04-202 | 23 | |

Division: Construction

SALARY REVISION FORM (2022-2023)

Name:

| Titalie. | N | Johamin | 0 | Silve | 0. | | t |
|--|----------|---------------|---------------|-----------------------|---------|------|------------------------|
| Age: | 2 | 2 | 100 | Sufyan Date of Rin | Rab | ban | ?-01-2000 |
| Present Address: | + | 1.40 1 6 | 2-19-7 | 6 3 2 N | 11. | 28 | -01-1000 |
| | U | spal .+r | ydara. | 8 33, Ka | ily and | apu' | ri colony |
| la l | 1 1 | | Janai | 500 | 0039 | | |
| | | 2. 1 | | | | | |
| Phone ®: | 93 | 466970 | 184 | Mobile: | | | |
| Automobile: | | ar 🗆 Bike, | | Make: | | 93 | 346697084 |
| Vehicle EMI: | 1 | - 1500 | 3 | Year: | | | |
| Salary at the time of joining: | 16) | 000 | | Date of joining | ng: | 16 | 09/2021 |
| Personal Information | (Ontions | 1) | | V 18 8 8 5 5 5 | | | , |
| Marital Status: | | ried / Single | a . | | 6.3 | | |
| Name of spouse: | | on ongic | | | | | 85 - 1 |
| Spouse works at: | | | | | | | |
| Spouse's designation: | | | | | | | |
| Spouse's Gross Salary | y: | | | | | | |
| Number of Children: | | | | | | | |
| Name | Age | Gandan | N. ' | | | | T . |
| | rige | Gender | Nam | e of School | Cla | iss | Approx. Annual Fees |
| | | | | | | | |
| | | | | | | | |
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| | | | | | | | |
| | | | | | | | |
| esidence: | □ Own | Parenta | D D and | d □ Other | | | |
| onthly Rent or EMI: | - 5 1111 | - I dicitis | Rente | d Other | | | |
| pe of House: | □ Inden | endent how | ISO T TI | | | | |
| | Lindep | chacht hou | se \Box Fla | at House in a | ı basti | | |

| Qualification / Education: | B. Tech [Civil Engineering |
|---------------------------------|----------------------------------|
| Years of Experience in relevant | 8 months |
| ield: | 22,000 - |
| Expected gross salary: | 1 love been working from |
| Justification for increase: | so's Linishing works. Handling |
| 8 months in GUR | acs him thing were big task as |
| AKPs stagge and | Vengineer was tried my best |
| the handover date | was week |
| and completed & | tack an lime that a state of etc |
| including bath roa | ms, lobby and |
| | orking with Johnson lift |
| stall and comple | eling worrs |
| years dow, Fin | iching works including |
| talse ceiling; floo | gring chil works etc1 2727. |
| all I have been | part of all finishing use of al |
| Complaints & suggestions: | , , , |
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| | |
| | 1 at 4 Tracking |
| Present Designation: | Assistant Engineer. |
| Preferred Designation: | Engineer. |
| Tieleffed Design | |

For office use only:

| 1. Sufiyan Rabbani | | Existing | Revi |
|--|----------|-------------|----------|
| 2. C.T. C. Salary | | | |
| 3. Gross Salary including ESI 64. Basic | | 16000 | |
| 4. Basic | & PF | 14645 | |
| 5. DA | | 7322 | |
| 6. HRA | | 1464 | |
| TIMA | | 5858 | |
| (Employer + Employee) | | | |
| 8. ESI (Employer + Employee) | | 1872 | |
| 9. Net Salary after ESI & PF dedu | 17 | 720 | |
| 10. Mobile Allowance | iction 1 | 6935 | |
| | 39 | 99 | |
| months monthly conveyance for la | st 3 0 | | |
| 12. Loan with company | | | |
| 13. Loan repayment per month | | | |
| 14. Medical insurance provided | 0 | | |
| 15. Accidental | | | |
| 15. Accidental insurance provided | Yes | | |
| 10. of leaves taken in 2021-22 | | | |
| Company | 6 | | |
| B. Division | GVR | C | |
| Designation | Const | | |
| Remarks: | | Engineer | |
| T. A.D. | | Sincer | |
| | | | |
| | | | |
| Prepared by: | | | |
| Iqra Khatoon | A | pproved by: | |
| 12.04.22 | G. Jai | Kuman | Date: |
| | 1 | - umai | 15.04.22 |