

Employee Profile

Name:	Minish Parikh		
Age :	53 yrs	Date of Birth:	11-11-1971
Present Address:	399-E, Silver Oak Bungalow' s, Cherlapally.		
Emergency Contact:		Mobile No:	8897224561
Automobile:		Make:	Honda
Vehicle EMI:	Nil	Year:	2009
Date of joining:			

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	Neha Parikh				
Spouse works at:	Housewife				
Spouse's designation:	Nil				
Spouse's Gross Salary:	Nil				
Number of Children:	1				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Mishika	30	Female			
Residence:					
Monthly Rent or EMI:					
Type of House:					

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FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:		EMI:	
	Personal Loan	5 lac' s	EMI:	11, 991/-
	Gold Loan		EMI:	
	Chit Fund:		EMI:	
	Others:		EMI:	
Insurance Policy	Medical Insurance:		Premium:	
	Life Insurance:		Premium:	2k per month
	Term Insurance:		Premium:	
	Other Insurance:		Premium:	
Type of savings	Mutual Funds:		☐	
	Stock bonds:		☐	
	Fixed Deposit:		☐	
	Other Savings:		☐	

APPRAISAL FORM 2024-2025

Designation:	Procurement-Manager	Division:	Purchase
Qualification / Education:	Intermediate		
Years of Experience in relevant field:	35 yrs		
Expected Percentage			
Justification for increase:			
Justification for Promotion:			
Preferred Designation:			
Complaints:			
Suggestions:			

Signature: _____ Date: _____

Division: Purchase

SALARY REVISION FORM (2023-2024)

Name:	MINISH		
Age :	52 YRS	Date of Birth:	11-11-1971
Present Address:	Cherlapally - Bungalow No. 399-B.		
	Ground floor		
	Cherlapally.		
Phone ®:	9515546784	Mobile:	9515546784.
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	
Vehicle EMI:	—	Year:	—
Salary at the time of joining:	25K.	Date of joining:	29/07/2019.

Personal Information (Optional) ☒

Marital Status:	Married / Single ☒				
Name of spouse:	NEHA . M. PARATHI .				
Spouse works at:	HOUSE WIFE .				
Spouse's designation:	—				
Spouse's Gross Salary:	—				
Number of Children:	1				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:					
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

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Division: _____

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Signature: M. N. J.

Date: 12/04/2023

For office use only:

1.	Item	Existing	Revised
2.	Minish Parikh		
3.	C.T. C. Salary	42500	
4.	Gross Salary including ESI & PF	40700	
5.	Basic	20350	
6.	DA	4070	
7.	HRA	16280	
8.	PF (Employer + Employee)	3600	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	31200	
11.	Mobile Allowance	399	
12.	monthly conveyance	0	
13.	Loan with company	70230	
14.	Loan repayment per month	7500	
15.	Medical insurance provided	Yes	
16.	Accidental insurance provided	Yes	
17.	No. of leaves taken in 2022-23	11	
18.	Company	SLLP Log	
19.	Division	Purchase	
20.	Designation	Procurement Manager	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	14-04-2023	18-04-2023

Division: PurchaseSALARY REVISION FORM (2022-2023)

Name:	MINISH. PARIKH		
Age:	51 YRS	Date of Birth:	11-11-1971
Present Address:	399B, Ground floor, Chinnu Cherlapally Village, Cherlapally, Hyderabad.		
Phone @:		Mobile:	9515546784
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	Activa.
Vehicle EMI:		Year:	
Salary at the time of joining:	25,000/	Date of joining:	29/07/2019.

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	NEHA M. PARIKH.				
Spouse works at:					
Spouse's designation:					
Spouse's Gross Salary:					
Number of Children:	1				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:					
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

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Division:

Purchase

Qualification / Education:	B - COM.
Years of Experience in relevant field:	30 yrs
Expected gross salary:	
Justification for increase:	—
Complaints & suggestions:	—
Present Designation:	Prominent Manager
Preferred Designation:	—

Signature: _____

Date:

08/04/2022

For office use only:

	Item	Existing	Revised
1.	Minish Parikh		
2.	C.T. C. Salary	37500	
3.	Gross Salary including ESI & PF	35700	
4.	Basic	17850	
5.	DA	3570	
6.	HRA	14280	
7.	PF (Employer + Employee)	3600	
8.	ESI (Employer + Employee)	0	
9.	Net Salary after ESI & PF deduction	26200	
10.	Mobile Allowance	399	
11.	Avg. monthly conveyance for last 3 months	3066.3600000000001	
12.	Loan with company	161651	
13.	Loan repayment per month	7500	
14.	Medical insurance provided	Yes	
15.	Accidental insurance provided	Yes	
16.	No. of leaves taken in 2021-22	14	
17.	Company	SSLLP LOG	
18.	Division	Purchase	
19.	Designation	Procurement Manager	
20.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.22	G. Jai Kumar
			Date:
			15.04.22

Division: PURCHASESALARY REVISION FORM (2021-2022)

Name:	MINISHI. PARIKH		
Age :	50YR.	Date of Birth:	11-11-1971
Present Address:	1-3-1/A/2 PARIKH CHAMBER		
	1 st FLOOR PLAT NO 103		
	KAKADIGUDA - HYDERABAD.		
Phone ®:		Mobile:	9515566784
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	Honda/SAMSUNG
Vehicle EMI:	-	Year:	2016
Salary at the time of joining:	25,000/-	Date of joining:	JULY-2019.

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	NEHA. M. PARIKH.				
Spouse works at:	HOUSEWIFE.				
Spouse's designation:	-				
Spouse's Gross Salary:	-				
Number of Children:	1				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
MUSHIKA. 1	26	F.	-	-	-
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	11,500/-				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

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Division: _____

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Signature: M. N. Jank

Date: 27/03/2021

Division: Purchase

Appraisal by Manager (Confidential report to HR)

Name of Employee:	MINISH PARIKH
Project:	BCLLP
Overall performance:	- Good -
Attitude towards colleagues:	- Good -
Team player:	- Good -
Personal appearance:	- Good -
Interest / Enthusiasm in work:	- Average -
Knowledge of work:	- Average -
Attendance / punctuality:	- Good -
Communication skills - oral - in English	- Good -
Communication skills - oral - in Telugu	- Average -

Note: Rate as good, average or poor.

Key strengths: having a good supplier base and good negotiation skills.

Shortcomings or weaknesses: He pass his works to othr colleagues.

How can we get more from the employee? By assigning him work.

What are the precautions to be taken? - NIL -

Prepared by: <u>Prabhakar</u>	Date: <u>6/4/21</u>
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For office use only:

Division: Purchase

1.	Item	Existing	Revised
2.	Name	Minish Parikh	
3.	C.T. C. Salary	35,000	
4.	Gross Salary including ESI & PF	33,200	
5.	Basic	16,600	
6.	DA	3,320	
7.	HRA	13,280	
8.	PF (Employer + Employee)	3,600	
9.	ESI (Employer + Employee)		
10.	Net Salary after ESI & PF deduction	23,700	
11.	Mobile Allowance	399	
12.	Avg. monthly conveyance for last 3 months	0	
13.	Loan with company	259,406	
14.	Loan repayment per month	7,500	
15.	Medical insurance provided	Yes	
16.	Accidental insurance provided	Yes	
17.	No. of leaves taken in 2018-19	14	
18.	Company	SSLLP LOGISTICS	
19.	Division	Purchase	
20.	Designation	Procrument Manager	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	05-04-2021	

SALARY REVISION FORM (2020-2021)

Name:	MINISHI. N. PARIKH.		
Age :	49 YRS.	Date of Birth:	11-11-1971
Present Address:	1-3-1/A/3 PARIKH CHAMBER'S, 1 ST FLOOR.		
	KAVADIGUDA,		
	HYDERABAD - 500380.		
Phone ®:	040-27530343	Mobile:	9515546784.
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	HONDA.
Vehicle EMI:		Year:	
Salary at the time of joining:	25,000/-	Date of joining:	JULY-2019.

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	NEHA. M. PARIKH.				
Spouse works at:	HOUSE WIFE.				
Spouse's designation:					
Spouse's Gross Salary:					
Number of Children:	1 (ONE).				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
MISHIRA. RAO.	25	F	-	-	-
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	11,750/-				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

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Signature: M. A. Farish Date: 11/06/2020

Division: Purchase

Appraisal by Manager (Confidential report to HR)

Name of Employee:	<u>Manish Parikh</u>
Project:	<u>BSLLP</u>
Overall performance:	<u>Good</u>
Attitude towards colleagues:	<u>Good</u>
Team player:	<u>Good</u>
Personal appearance:	<u>Good</u>
Interest / Enthusiasm in work:	<u>Good</u>
Knowledge of work:	<u>Good</u>
Attendance / punctuality:	<u>Good</u>
Communication skills – oral – in English	<u>Good</u>
Communication skills – oral – in Telugu	<u>Average</u>

Note: Rate as good, average or poor.

Key strengths:	<u>Good Team player.</u>

Shortcomings or weaknesses:	<u>NIL</u>

How can we get more from the employee?	<u>Good worker willing to work in any kind of situation.</u>

What are the precautions to be taken?	
	<u>NIL</u>

Prepared by: <u>Prabhakar</u>	Date: <u>12/6/20</u>

For office use only:

Division: Purchase

1.	Item	Existing	Revised
2.	Minish Parikh		
3.	C.T. C. Salary	25000	
4.	Gross Salary including ESI & PF	23584	
5.	Basic	11792	
6.	DA	2358	
7.	HRA	9433	
8.	PF (Employer + Employee)	3016	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	18423	
11.	Mobile Allowance	399	
12.	Avg. monthly conveyance for last 3 months	0	
13.	Loan with company	339000	
14.	Loan repayment per month	5000	
15.	Medical insurance provided	YES	
16.	Accidental insurance provided	YES	
17.	No. of leaves taken in 2019-20	5	
18.	Company	SSLLP Log	
19.	Division	Purchase	
20.	Designation	Procurement Manager	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	15.06.20	G. Jai Kumar
			Date:
			16.06.20