

Employee Profile

Name:	MADDURI ASHA JYOTHI		
Age :	24	Date of Birth:	07/04/1999
Present Address:	Villa No. 399E Silver Oak Bungalows Cherlapally.		
Emergency Contact:	9502828961	Mobile No:	9392010522
Automobile:	Nil ☐	Make:	
Vehicle EMI:		Year:	
Date of joining:	20/10/2022		

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:	Rented ☐				
Monthly Rent or EMI:	1000 rent+ 1300 maintainance =2300				
Type of House:	Flat ☐				

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FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:		EMI:	
	Personal Loan		EMI:	
	Gold Loan		EMI:	
	Chit Fund:		EMI:	
	Others:	20, 000	EMI:	3, 000
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:	Purchase Officer	Division:	Purchase
Qualification / Education:	B. Tech in Civil Engineering		
Years of Experience in relevant field:	Nil		
Expected Percentage	25%		
Justification for increase:			
Justification for Promotion:			
Preferred Designation:			
Complaints:			
Suggestions:			

Signature: Ashajyothi Date: 01-04-2024

Appraisal by Manager (Confidential report to HR)

Name of Employee:	Asha Jyothi (PO)	
Project:	MITR	
Overall performance:	Good	☐
Attitude towards colleagues:	Good	☐
Team player:	Good	☐
Personal appearance:	Good	☐
Interest / Enthusiasm in work:	Good	☐
Knowledge of work:	Average	☐
Attendance / punctuality:	Good	☐
Communication skills – oral – in English	Good	☐
Communication skills – oral – in Telugu	Good	☐

Note: Rate as good, average or poor.

Key strengths:

Hardworking, Good Learner

Shortcomings or weaknesses:

How can we get more from the employee?

What are the precautions to be taken?

Prepared by:

Date: