

Employee Profile

Name:	Shaik Goushee Begum		
Age :	29	Date of Birth:	27-Aug-1994
Present Address:	8-2-512, 1st floor, Kumarriguda , Secundrabad, 500003		
Emergency Contact:		Mobile No:	8639938407
Automobile:	Bike ☐	Make:	Own
Vehicle EMI:		Year:	
Date of joining:	13-02-2017		

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	Syed Khaleel				
Spouse works at:	Regen Orthosport				
Spouse's designation:	Psysiotherapist				
Spouse's Gross Salary:	38000				
Number of Children:	02				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Syed Kynaaz	6	Female	St. Francis Girl	1st	35000
Syed Ruhaan	3.5	Boy	St. Mary's	L. K. G	43000
Residence:	Parents ☐				
Monthly Rent or EMI:					
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:		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:	Lady Admin Engineer	Division:	Const.
Qualification / Education:	B. Tech (Civil)		
Years of Experience in relevant field:	6 Years		
Expected Percentage	25%		
Justification for increase:	Im ready to learn more and dedicated to work and fit to the role. Also v ery loyal to company.		
Justification for Promotion:	Lady Admin engineers are doing admin and site engineer works. So please look our capabilities.		
Preferred Designation:	Engineer		
Complaints:			
Suggestions:			

Signature: Gauri Date: 01/04/24

Division: Construction

SALARY REVISION FORM (2023-2024)

Name:	SK. Goushee Begum		
Age :	28	Date of Birth:	27/08/1994
Present Address:	8-2-512, 1 st floor		
	Kurnaniguda, secundra bad		
Phone @:	8639938401	Mobile:	8639938401
Automobile:	☐ Car ☐ Bike ☒ Nil	Make:	-
Vehicle EMI:	-	Year:	-
Salary at the time of joining:	13,500	Date of joining:	Feb 13 2017

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	syed khaleel				
Spouse works at:	Regenortho sporty				
Spouse's designation:	physiotherapist				
Spouse's Gross Salary:	25,000/-				
Number of Children:	2				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Sk. kynaa3	6	F	St. Francis school Griffy High school	UKD	
Sk. Rubaen	2.5	M.	-	-	
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	8,500/-				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

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Division: _____

Qualification / Education :	B.tech civil engineering
Years of Experience in relevant field:	5.5 yrs.
Expected gross salary:	25,000/-
Justification for increase:	site work is hard but we are interested to do works. so many things to manage in site.
Complaints & suggestions:	
Preferred Designation:	
civil Engineer. Junior .	

Signature:

Date: 15/04/23

For office use only:

1.	Item	Existing	Revised
2.	Goushee Begum		
3.	C.T. C. Salary	18500	
4.	Gross Salary including ESI & PF	16933	
5.	Basic	8466	
6.	DA	1693	
7.	HRA	6773	
8.	PF (Employer + Employee)	2032	
9.	ESI (Employer + Employee)	677	
10.	Net Salary after ESI & PF deduction	15640	
11.	Mobile Allowance	399	
12.	monthly conveyance	1027	
13.	Loan with company		
14.	Loan repayment per month		
15.	Medical insurance provided		
16.	Accidental insurance provided	Yes	
17.	No. of leaves taken in 2022-23	12	
18.	Company	GMR	
19.	Division	Const.	
20.	Designation	Asst. Engineer	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	14-04-2023	18-04-2023