

Employee Profile

Name:	S.Umar Farooq		
Age :	22	Date of Birth:	18/03/2001
Present Address:	11-4-106/A, Red hills, Lakdi-ka-pul. Hyderabad, Telagana-500004		
Emergency Contact:	7396032038	Mobile No:	73960302038
Automobile:	Nil	Make:	
Vehicle EMI:		Year:	
Date of joining:	15/09/2023		

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:	Rented				
Monthly Rent or EMI:	6000				
Type of House:	House in Basti				

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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:	Assistant Accountant	Division:	Accounts
Qualification / Education:	B.com(CA)		
Years of Experience in relevant field:	8 Months		
Expected Percentage	30%		
Justification for increase:	1. I have added value to the company by working on Sundays. 2.Appreciation by Senior Colleague on Performing Tasks. 3. I perform tasks which is Given by Senior Colleague 4. and also I want to study MBA 5.family financial Problems		
Justification for Promotion:	NA		
Preferred Designation:			
Complaints:	NA		
Suggestions:	NA		

Signature: Umar Farooq

Date: 02.03.2024