

Employee Profile

Name:	Gosika Naveen		
Age :	33	Date of Birth:	02/11/1990
Present Address:	H.no:1-36/25, Manju Anurag Enclave, Madhusudha Nagar, Malkajgiri, Hyderabad-500047.		
Emergency Contact:	9246562610	Mobile No:	7416421573
Automobile:	Bike	Make:	HERO HONDA
Vehicle EMI:	0	Year:	2010
Date of joining:	08/10/2021		

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
NA					
NA					
NA					
NA					
NA					
NA					
Residence:	Parents				
Monthly Rent or EMI:	60000				
Type of House:	Independent House				

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FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:	6700000	EMI:	60000
	Personal Loan		EMI:	
	Gold Loan		EMI:	
	Chit Fund:		EMI:	
	Others:		EMI:	
Insurance Policy	Medical Insurance:		Premium:	
	Life Insurance:	6700000	Premium:	82000
	Term Insurance:	200000	Premium:	1021
	Other Insurance:		Premium:	
Type of savings	Mutual Funds:			
	Stock bonds:			
	Fixed Deposit:			
	Other Savings:			

APPRAISAL FORM 2024-2025

Designation:	Asst.Finance Manager	Division:	Accounts
Qualification / Education:	M.B.A Finance		
Years of Experience in relevant field:	2.5 Years in MPPL Total 10 Years.		
Expected Percentage	65% (70,000/-)		
Justification for increase:	Firstly, I would like to thank you given me opportunity to serve the organization and self-development. The quantum of volume of term loans/LRD sanctioned during the year Rs. 172cr and disbursed Rs.100cr. Vehicle loans have been about to Rs.1cr has been disbursed. Compare to previous financial year the quantum of loans has been increased by 200%. Apart from loans, bank operations and other liaising works handled by me with various department like, releasing of title doc's, MODTS, NOC's & reversal of chargers, TDS refunds Etc... From past 2.5 Years I am handling my department independently. I found that I justify my work without any remark and delay of work.		
Justification for Promotion:	I would like to share my experience, regrading Summit Sales LLP-Working Capital Loan(CC Limits) which consultants unable to do. I have got sanction Rs.2cr limits with Kotak Mahindra Bank from my own. Comparing to other loans processing fee & fore closure chargers are less. Security Deposits are laying with TATA Capital Ltd on that there is no interest. which I have been converted into Mutual funds/ Fixed deposits to generate the income. Meetings with Regional heads & zonal heads from various banks iteration with sir, for our future requirement.		
Preferred Designation:	Finance Manager		
Complaints:	I am happy with my management and work, no complaints. Thank - you.		
Suggestions:	Lastly, in our accounts division employees are keep on changing this impact productivity.		

Signature: C. Jeyaraj

Date: 03/04/2024

Division: Accounts

SALARY REVISION FORM (2023-2024)

Name:	Rosika Naveen		
Age :	32	Date of Birth:	02/11/1990
Present Address:	Plot no: 17, Manjunaray Enclave, Malharudhanagar, Malkajgiri - 500047.		
Phone ®:	-	Mobile:	7416121573
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	Hero Honda Passion
Vehicle EMI:		Year:	2010
Salary at the time of joining:	30,000 CTC	Date of joining:	08/10/2021

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:	☒ Own ☐ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:	60,000 @ P.m				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

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Division: Accounts

Qualification / Education :	MBA Finance
Years of Experience in relevant field:	10 years
Expected gross salary:	RS. 50,000/- CTC
Justification for increase:	Pill today the volumes of project loans got disbursed through me is RS 126 cr and also vehicle loans of about RS. 1.38 cr. Please take these figures into consideration and work done in coordination with bankers.
Complaints & suggestions:	-
Preferred Designation:	-

Signature:

Date:

21/04/2022

For office use only:

1.	Item	Existing	Revised
2.	Naveen Gosika		
3.	C.T. C. Salary	32200	
4.	Gross Salary including ESI & PF	30400	
5.	Basic	15200	
6.	DA	3040	
7.	HRA	12160	
8.	PF (Employer + Employee)	3600	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	28400	
11.	Mobile Allowance	399	
12.	monthly conveyance	0	
13.	Loan with company		
14.	Loan repayment per month		
15.	Medical insurance provided	Yes	
16.	Accidental insurance provided	Yes	
17.	No. of leaves taken in 2022-23	14	
18.	Company	MPPL	
19.	Division	Accounts	
20.	Designation	Asst. Finance Manager	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	14-04-2023	18-04-2023

Division: Accounts

SALARY REVISION FORM (2022-2023)

Name:	Gosika Naveen		
Age:	31	Date of Birth:	02/11/1990
Present Address:	H.No:- 14-65, Old Mirjalga, Malkajgiri Hyderabad.-500047.		
Phone ®:	9246562610	Mobile:	7416121573
Automobile:	☐ Car ☐ Bike ☐ Nil	Make:	-
Vehicle EMI:	-	Year:	-
Salary at the time of joining:	30,000/-	Date of joining:	08/10/2021

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:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	9,000/-				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

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Division: Accounts

Qualification / Education:	MDA Finance
Years of Experience in relevant field:	8 years.
Expected gross salary:	36,000/-
Justification for increase:	
I have been working as an Asst. Finance Manager in Accounts division from 08th Oct 2021. During the period, I have worked hard sincerely & have put my best efforts to perform at the level. I have diligently performed my assigned duties and responsibilities on time to time reporting to the Senior Manager. I would like to bring to your notice that the current cost of living now a days is high, I am facing shortage of money in keeping up with such high cost. Therefore I would like to kindly request you for at least hike mentioned in the above in my salary which will not only help me in meeting expenses & help in saving for the future.	
Complaints & suggestions:	
Present Designation:	Asst. Finance Manager.
Preferred Designation:	Finance Manager.

Signature: P. N. N. N.

Date: 19/04/2022.

For office use only:

	Item	Existing	Revised
1.	Naveen Gosika		
2.	C.T. C. Salary	30000	
3.	Gross Salary including ESI & PF	28301	
4.	Basic	14150	
5.	DA	2830	
6.	HRA	11320	
7.	PF (Employer + Employee)	3452	
8. s	ESI (Employer + Employee)	0	
9.	Net Salary after ESI & PF deduction	26839	
10.	Mobile Allowance	399	
11.	Avg. monthly conveyance for last 3 months	0	
12.	Loan with company		
13.	Loan repayment per month	0	
14.	Medical insurance provided	Yes	
15.	Accidental insurance provided	Yes	
16.	No. of leaves taken in 2021-22	14	
17.	Company	MPPL	
18.	Division	Accounts	
19.	Designation	Asst. Finance Manager	
20.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.22	G. Jai Kumar
			Date:
			15.04.22