

Employee Profile

Name:	Chennoji Divya		
Age :	22	Date of Birth:	14/10/2001
Present Address:	H.NO:4-94/A cheeryal Village Keesara Mandal Medchal District		
Emergency Contact:		Mobile No:	7207701494
Automobile:	Nil ☐	Make:	
Vehicle EMI:		Year:	
Date of joining:			

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:					
Monthly Rent or EMI:					
Type of House:					

Continued.....

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:	Asst.Accountant	Division:	Accounts
Qualification / Education:	MBA		
Years of Experience in relevant field:			
Expected Percentage	40%		
Justification for increase:	Since, I am working from 1 and half year I Have improved my skills and handling 3 Projects & Assisting the seniors. so please, if there is an hike its results to interest towards work may increase More and i am the one person who earning in my family by the hike of salary so, it is helpful to me for Managing the monthly expenses.		
Justification for Promotion:			
Preferred Designation:			
Complaints:			
Nill			
Suggestions:			
Nill			

Signature: _____

Date: _____

Employee Profile

Name:	D.Tejasri		
Age :	20 years	Date of Birth:	22/11/2004
Present Address:	H.no- 3-25/2 , Cheeryal village , Keesara		
Emergency Contact:	9652129037	Mobile No:	9063012277
Automobile:	Nil	Make:	
Vehicle EMI:		Year:	
Date of joining:	20/11/2022		

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:	9000				
Type of House:	Independent House				

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FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:		EMI:	
	Personal Loan		EMI:	
	Gold Loan		EMI:	
	Chit Fund:		EMI:	
	Others:	500000	EMI:	25000
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:	Jr.Accountant	Division:	Accounts
Qualification / Education:	Degree (B.COM Computers)		
Years of Experience in relevant field:	1 year and 5 Months		
Expected Percentage	30 %		
Justification for increase:	I joined as Internship And know I am Jr. Accountant Know I am Handling 2 projects know I can do TDS, BRS, GST of my projects and I will assist to Rukmini madam .		
Justification for Promotion:			
Preferred Designation:			
Complaints:			
Suggestions:			

Signature: Tejasri

Date: 02.04.2024

Division: AccountsSALARY REVISION FORM (2023-2024)

Name:	chenoiji Divya		
Age :	21	Date of Birth:	14-10-2001
Present Address:	H.No:- 4-94/A cheesyal (V)		
	Keesasa (M)		
	Medchal (Dist)		
Phone ®:		Mobile:	7207701494
Automobile:	☐ Car ☐ Bike ☒ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:	10,000	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:	☒ Own ☐ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:					
Type of House:	☐ Independent house ☐ Flat ☐ House in a basti				

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