

Employee Profile

Name:	Shafia fatima		
Age :	24	Date of Birth:	16/01/2000
Present Address:	H.no:2-3-504/B/6/1,Akash Nagar,Amberpet Hyd-500013		
Emergency Contact:		Mobile No:	8179289017
Automobile:	Nil ☐	Make:	
Vehicle EMI:		Year:	
Date of joining:	25/09/2023		

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:	Parents ☐				
Monthly Rent or EMI:					
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:	AssistantAccountant	Division:	Accounts
Qualification / Education:	MBA(Finance)+Diploma in computerised Accounting		
Years of Experience in relevant field:	2-years		
Expected Percentage	55%		
Justification for increase:	Rightnow iam handling multiple Companies,whatever assigned by the Manager Completing in time.		
Justification for Promotion:	As an Accountant i can handle couple of project Accounts easily.Please give an opportunity to handle project Project A/c's.		
Preferred Designation:	Accountant		
Complaints:			
Suggestions:	please provide prayer room to Muslim Employees.		

Signature: Shafia fatima

Date: 01.04.2024