

Employee Profile

Name:	Mohd.KhajaMohinnuddin		
Age :	24	Date of Birth:	10-10-2000
Present Address:	2-17-127, Sirigiri colony, Uppal, Hyderabad, Telangana,		
Emergency Contact:	8179924882	Mobile No:	8179924882
Automobile:	Nil ☐	Make:	
Vehicle EMI:		Year:	
Date of joining:	01-09-2022		

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 Fecs
Residence:	Rented ☐				
Monthly Rent or EMI:	12,000/- Monthly Rent				
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		
Years of Experience in relevant field:	2-years		
Expected Percentage	50%		
Justification for increase:			
1.Saving for MBA Studies. 2.I need to Purchase a New Bike. 3.Saving for Marriage. 4.I need to Invest in Mutual Funds. 5.I need Medical insurance to my family. 6.I need Life insurance to me & my family. 7.I need to purchase a new mobile phone,old phone damage & no storage. 8.I need to do Course of SAP & Other Course .			
Justification for Promotion:			
Curiosity & Honesty in work , Since I came to this Office i Manage different projects Accounts & Cash Book Maintain, doing Accountant work & i will do Out side work , going to All Income Tax Office / IT Tower for Signature/stamp & Going to All Conculancy Office for IT File for DSC & Financial Document for Signature,stamp & NSDL office for Pan & Tan Apply .I Handle All Works Whatever Manager assigned to me.			
Preferred Designation:			
Complaints:			
Provide Canteen Facilities + Medical Facilities & Prayer room for All Muslim employees.			
Suggestions:			
Need one saturday Holiday in every Month for personal Bank work & Other Govt.			

Signature: MD.KhajaMohinnuddin

Date: 04-04-2024

Division: AccountantSALARY REVISION FORM (2023-2024)

Name:	MD. KHATA Mohinnuddin		
Age :	23	Date of Birth:	10-10-2000
Present Address:	Sri Raghavendra Nagar Colony, Bod Uppal, Hyderabad, 500039		
Phone @:		Mobile:	
Automobile:	☐ Car ☐ Bike ☒ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:	11,950	Date of joining:	23-09-2022

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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Division:

Accountant

Qualification / Education :	MBA Pursuing.
Years of Experience in relevant field:	4 months in helmet world cashier & medical cashier
Expected gross salary:	25,000/-
Justification for increase:	⇒ Financial Problem in Family ⇒ Problem for MBA Fees. ⇒ Need Saving for marriage. ⇒ Need to purchase new Bike.
Complaints & suggestions:	Suggestions :- Need week off in Saturday.
Preferred Designation:	Senior Accountant

Signature: MO. Phais ~~Phin~~

Signature: _____

Date:

For office use only:

1.	Item	Existing	Revised
2.	Khaja Moinuddin		
3.	C.T. C. Salary	14000	
4.	Gross Salary including ESI & PF	12814	
5.	Basic	6407	
6.	DA	1281	
7.	HRA	5125	
8.	PF (Employer + Employee)	1538	
9.	ESI (Employer + Employee)	512	
10.	Net Salary after ESI & PF deduction	11949	
11.	Mobile Allowance	399	
12.	monthly conveyance	928	
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	GVDC	
19.	Division	Accounts	
20.	Designation	Asst. Accountant	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	14-04-2023	18-04-2023