# Employee Profile

Name:	K. SWATHI						
Age:	35 Date of Birth: 23/08/1987						
Present Address:	Wara	asiguda , Se	cunde	rabad			
Emergency Contact:	8143	169690		Mobile No:			
Automobile:	Bike		-	Make:	Hone	da	
Vehicle EMI:	5151			Year:	2023		
Date of joining:							
Personal Information (O	ptional	)					
Marital Status:	<b>1</b> M		0	Single			
Name of spouse:	K. H.	ARI CHAN	DRA				
Spouse works at:	Hyur	ndai					
Spouse's designation:	Worl	c Shop man	ager				
Spouse's Gross Salary:	40,00	00					
Number of Children:	2						
Name	Age	Gender	Na	ame of School	Class	Approx. Annual Fees	
K. SRINIDHI	14	F	Sri	Chaitanya	9th	45,000/-	
K. Suryansh	6	M	Fur	nskool	1st	25,000/-	
Residence:	Own						
Monthly Rent or EMI:	8000/-						
Type of House:	Flat						

## FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:	5,00,000	EMI:	8000/-
	Personal Loan	2,50,000	EMI:	6347/-
	Gold Loan	2,20,000	EMI:	Yearly
	Chit Fund:	1,00,000	EMI:	6000/-
	Others:	102,000	EMI:	5151/-
Insurance Policy	Medical Insurance:	0	Premium:	0
	Life Insurance:	0	Premium:	0
	Term Insurance:	0	Premium:	0
	Other Insurance:	0	Premium:	0
Type of savings	Mutual Funds:	0		0
	Stock bonds:	0		0
	Fixed Deposit:	0		0
	Other Savings:	0	•	0

### APPRAISAL FORM 2024-2025

Designation:	Asst Accounts Manager	Division:	Accounts
Qualification / Education:	MBA Finance		
Years of Experience in relevant field:	12 Years		
Expected Percentage	25%		
Justification for increase:			
Honesty in work,			
Justification for Promotion:			
Preferred Designation:			
Complaints:			
Suggestions:			
Signature:	Date	2:	

Continued.....

### SALARY REVISION FORM (2023-2024)

Name:		1. C	wat	hl		
Age:	30	byrs		Date of Birth:	23	08 1987
Present Address:						1
	<	Seell	iafa	Imandi'		
				3 1		
		1.		0 6,534	4,	
Phone ®:	814	31691	590	Mobile:	4	
Automobile:	□ Car	Bike [	Nil	Make:	Ac	cers IST
Vehicle EMI:				Year:		
Salary at the time of joining:			1	Date of joining:	n.1	
Personal Information (O	ptional	)_				
Marital Status:	Marrie	ed / Single	е			
Name of spouse:	K	. Ha	ri c	chandra		
Spouse works at:		KUN	H-	jundai		
Spouse's designation:		Body	sho	P Incharg	je	
Spouse's Gross Salary:		(	30,00	001-		
Number of Children:		2				
Name	Age	Gender	Na	me of School	Class	Approx. Annual Fees
K. Srinidhi	13.	F	Sri	Charlanya	81K	40,000/-
K. Suryansh	6	M	Fan	chartanya skool	UKG	24,000/-
					(	
	160					
Residence:	<b>V</b> Ow	n 🗆 Parer	nts 🗆 Re	ented 🗆 Other		_
Monthly Rent or EMI:	9,000/-					
Type of House:	☐ Independent house ➤ Flat ☐ House in a basti					

	15.42.5
Division:	
DIVISIOII.	

Qualification / Education :	MBA (Finance)
Years of Experience in relevant field:	8 years
Expected gross salary:	45,0001-
Justification for increase:	
Honesty	in Work
	to provide good professional
education To	
biggest assel	which I can provide
To my	Kids.
8.2	
* .	C 8 K M DEST   6
Complaints & suggestions:	8 mm m p
ad % o	
12 1 T 2 1 Y	
	2'
Preferred Designation:	

Signature:

Date: 20/04/2023

Continued.....

#### SALARY REVISION FORM (2022-2023)

Name:	K	. Sw	athi					
Age:	34	yrs		Date	of Birth:		23	08 1987
Present Address:			2 A	rya	Samaj	Fu	nctie	on Hall
					Seeth			
P			Sec-	Bad	L			
(4)	1	(		è	=		ž.	
Phone ®:	814	+31696	90	Mob	ile:			
Automobile:	□ Car	<b>Bike</b> □	Nil	Mak	e:		Acce	ess 125
Vehicle EMI:	2	355/-		Year	:			
Salary at the time of joining:	L	1500  -	-	Date	ofjoining	:	200	98
Personal Information (C	ptional	)						
Marital Status:	Marrie	ed / Single	e					
Name of spouse:	K	. Har	i ch	andr	a			
Spouse works at:	As	hok 1	Leylai	nd				
Spouse's designation:		Body	sho	PI	ncharge			
Spouse's Gross Salary:		25,0	0001-		V			
Number of Children:			02					
Name	Age	Gender	Na	me of	School	C	lass	Approx. Annual Fees
K. Srinidhi	13	E )	Kris	hnar	eni	٧	11	30,000
K. Suryansh	5	M	Tale	nt S	School	U	< G	18,000
					882			
								(92
Residence:	<b>✓</b> Ow	n 🗆 Parer	nts 🗆 Re	ented [	Other			_
Monthly Rent or EMI:	E	EMI 11,000/-						
Type of House:	☐ Independent house ☑ Flat ☐ House in a basti							

	*	
Division:		,

Qualification / Education:  Years of Experience in relevant field:  Expected gross salary:  Justification for increase:  As per management opinion on my work.  Complaints & suggestions:  Complaints & suggestions:  Present Designation:  Asst Accts Manager  Preferred Designation:  MBA Finance  10 years  40,0001—  Asst Accts Manager  Preferred Designation:  MBA Finance  10 years  10 years  40,0001—  Management opinion on my work.		NACA CE					
field:  Expected gross salary:  Justification for increase:  As per management opinion on my work.  Complaints & suggestions:	Qualification / Education:	MBA Finance					
Justification for increase:  As per management opinion on my work.  Complaints & suggestions:		10 years					
Justification for increase:  As per management opinion on my work.  Complaints & suggestions:	Expected gross salary:	40,0001-					
Complaints & suggestions:	Justification for increase:						
Complaints & suggestions:							
Complaints & suggestions:	As per man	nagement opinion on my work.					
Complaints & suggestions:		V /					
Complaints & suggestions:	1						
Complaints & suggestions:							
Complaints & suggestions:							
Present Designation:  Asst Accts Manager  Preferred Designation:  Management Decision	Complaints & suggestions:						
Present Designation:  Asst Accts Manager  Preferred Designation:  Management Decision							
Present Designation:  Asst Accts Manager  Preferred Designation:  Management Decision							
Present Designation:  Asst Accts Manager  Preferred Designation:  Management Decision							
Present Designation:  Asst Accts Manager  Preferred Designation:  Management Decision							
Present Designation:  Asst Accts Manager  Preferred Designation:  Management Decision							
Present Designation:  Asst Accts Manager  Preferred Designation:  Management Decision							
Present Designation:  Asst Accts Manager  Preferred Designation:  Management Decision							
Present Designation:  Asst Accts Manager  Preferred Designation:  Management Decision							
Present Designation:  Asst Accts Manager  Preferred Designation:  Management Decision							
Present Designation:  Asst Accts Manager  Preferred Designation:  Management Decision							
Preferred Designation: Management Decision	Present Designation:	Asst Accts Manager					
	Preferred Designation:	Management Decision					

#### For office use only:

	Item	9	Existing	Revised
1.	K. Swathi			
2.	C.T. C. Salary		34000	
3.	Gross Salary including F	SI & PF	32200	
4.	Basic		16100	
5.	DA		3220	
6.	HRA		12880	
7.	PF (Employer + Employ	ee)	3600	
8. s	ESI (Employer + Employer	yee)	0	
9.	Net Salary after ESI & P	F deduction	30200	
10.	Mobile Allowance		399	
11.	Avg. monthly conveyance for last 3 months		0	
12.	Loan with company	-		
13.	Loan repayment per mor	nth	0	
14.	Medical insurance provi	ded	Yes	
15.	Accidental insurance pro	ovided	Yes	
16.	No. of leaves taken in 20	)21-22	24	
17.	Company		MPPL	
18.	Division		Accounts	
19.	Designation		Asst. Manager Accounts	
20.	Remarks:			
	Prepared by:	Date:	Approved by	Date:
	Iqra Khatoon	12.04.22	G. Jai Kumar	15.04.22

	1
Division:	Accounts

# SALARY REVISION FORM (2021-2022)

Name:	K	Swa	thi					
Age:	34			Date of Birth:	23-	08-1987		
Present Address:	T.R.T- 50							
		bee that		ndi				
Phone ®:	814	8148169690 Mobile:						
Automobile:	□ Car	□ Bike □	Nil	Make:				
Vehicle EMI:				Year:	2 4 27			
Salary at the time of joining:	Date of joining:							
Personal Information (O	ptional)							
Marital Status:	Marrie	ed / Single	9					
Name of spouse:	K.	Hari	cha	indra				
Spouse works at:	A	Shok	leyl	and				
Spouse's designation:	E	Body st	nop	Incharge				
Spouse's Gross Salary:		23,00						
Number of Children:	(	2						
Name	Age	Gender	Na	ame of School	Class	Approx. Annual Fees		
K. Svinidhi	11	F	Kris	shnaveni	VI	40,000		
K. Suryansh	3	M			-			
					7			
			Sec.					
	14							
Residence:	□ Ow	n 🗆 Parer	nts 🗸 R	Rented  Other	<u> </u>			
Monthly Rent or EMI:		000/_						
Type of House:	□ Ind	ependent	house	√Flat □ House in	n a hacti			
					a dusti			

Division:	

Qualification / Education :	MBA Finance
Years of Experience in relevant field:	8 years
Expected gross salary:	36,000/-
Justification for increase:	39,007-
0 1	vonat an a A
I hope and e based on m	xpect an good increment  y performance.
300000	performance.
Thanks you my	ch to com
popurtunity 2 mg	ch for giving an great sponsibilities in last appraisal
opportunity & res	sponsibilities in Past appraisal
Complaints & suggestions:	
88*******	
Preferred Designation:	
Signature: Signature:	Date:

Date:

# Appraisal by Manager (Confidential report to HR)

Name of Employee:	SWATHI K
Project:	MRMLLP
Overall performance:	
Attitude towards colleagues:	GOOD
Team player:	GOOD
Personal appearance:	GOOD
Interest / Enthusiasm in work:	GOOD
Knowledge of work:	GOOD
Attendance / punctuality:	AVERAGE
Communication skills – oral – in English	GOOD
Communication skills – oral – in Telugu	GOOD
Note: Pote as good average or noor	

Note: Rate as good, average or poor.

Key strengths:	
Reconciliation, GST, TDS works	
Shortcomings or weaknesses:	
NA **	

How can we get more from the employee?	
Already we getting 100%	

What are the precautions to be taken?	
Not Required	

Prepared by:	Date:	
Sambasivarao	10-04-2021	

#### For office use only:

Division: Accounts

1.	Item		Existing	Revised
2.	Name		K. Swathi	
3.	C.T. C. Salary	-	27,000	
4.	Gross Salary including	ESI & PF	25,471	
5.	Basic		12,735	
6.	DA		2,547	
7.	HRA		10,188	
8.	PF (Employer + Emplo	yee)	3,056	
9.	ESI (Employer + Empl	oyee)		
10.	Net Salary after ESI &	PF deduction	23,743	
11.	Mobile Allowance	v 50	399	
12.	Avg. monthly conveyance for last 3 months		0	
13.	Loan with company			
14.	Loan repayment per mo	onth		
15.	Medical insurance prov	vided	Yes	
16.	Accidental insurance p	rovided	Yes	
17.	No. of leaves taken in 2	2018-19	28	
18.	Company		Modi Realty Miryalaguda LLP	-
19.	Division		Accounts	
20.	Designation		Asst. Accounts Manager	
21.	Remarks:			
		· ·		
	Prepared by:	Date:	Approved by:	Date:
	Igra Khatoon	05-04-2021		

#### SALARY REVISION FORM (2020-2021)

Name:		< . 5	Swat	thî		
Age:		485		Date of Birth:	23.	08.1987
Present Address:		R.7-				
	Se	ethaf	almar	idi, Sec-	Bad	
				ì		
Phone ®:				Mobile:	814	3169690
Automobile:	□ Car (	√Bike □	Nil	Make:	Acce	ess 125
Vehicle EMI:	2	355/-	_	Year:	20	18
Salary at the time of joining:				Date of joining:		
Personal Information (O	ptional)					
Marital Status:		d / Single	;			
Name of spouse:	K	. Ha	هز ر	handra		
Spouse works at:	P	avan	Moto	ors		
Spouse's designation:	6	Body S	hop	Incharge		
Spouse's Gross Salary:		21,	1000	_ '		
Number of Children:		02				
Name	Age	Gender	Na	me of School	Class	Approx. Annual Fees
K. Srinidhi	10	F	Kris	shnaveni'	VI	25,000/-
			Ta	lent School		
K. Suryansh	2 1/2	M		-	-	_
			L.,			
Residence:	□ Ow	n 🗆 Paren	nts 🗹 R	lented  Other		_
Monthly Rent or EMI:	1	5000/-			629	
Type of House:	□ Ind	lependent	house	√Flat □ House in	a basti	Continued

Division	Account	S
Division:		* 1

Qualification / Education :	M.B.A Finance	
Years of Experience in relevant field:	10 years	
Expected gross salary:	28,000/—	No. of the second
Justification for increase:	Honesly in work	
		4.
*: 4: 0 = 0		
	· · · · · · · · · · · · · · · · · · ·	
		9 9 5 C
Complaints & suggestions:		
		y 1
		100
2 1 N 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
9811 - 213		
4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4		1 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Drofownad D	-	. 451 x
Preferred Designation:		
Signature:		
Signature:	Date:	

For office use only:

Division: Accounts

1.	Item		Existing	Revised
2.	K. Swathi			
3.	C.T. C. Salary		23525	
4.	Gross Salary including Es	SI & PF	22193	
5.	Basic		11096	
6.	DA		2219	
7.	HRA		8877	
8.	PF (Employer + Employer	ee)	2838	
9.	ESI (Employer + Employ	vee)	0	
10.	Net Salary after ESI & Pl	F deduction	21529	
11.	Mobile Allowance		399	
12.	Avg. monthly conveyance for last 3 months		0	
13.	Loan with company		12000	
14.	Loan repayment per mon	th	500	
15.	Medical insurance provid	led	YES	
16.	Accidental insurance pro	vided	YES	
17.	No. of leaves taken in 20	19-20	32	
18.	Company		AGH	
19.	Division		Accounts	
20.	Designation		Sr. Accountant	
21.	Remarks:			
1	Prepared by:	Date:	Approved by	Date:
		15.06.20	G. Jai Kumar	16.06.20

## SALARY REVISION FORM (2019-2020)

	SALA	RYKEVI	SIONI	ORIVI (201)			
Num		Swat	hì				
Name:				Date of Birth:		23	08/1987
Age:	3( 412						
Present Address:	T.R.T-50 Seelhafalmandi Secunderabad						
	S	eelhaf	almo	anole			
	5	secund	erab	od			
					_	Qua	3 169690
Phone ®:		431696		Mobile:			
Automobile:	□ Car	Bike [	Nil	Make:			us 125
Vehicle EMI:	23	55/-		Year:		201	
Salary at the time of		500/-		Date of joining	:	10/6	5 18
joining:			1 3				
Personal Information (C	ptional	)				V	
Marital Status:	Marri	Married / Single					
Name of spouse:	K. Hari chandra						
Spouse works at:	N	K. Hari chandra Mahindra & Mahindra					
Spouse's designation:	8	ody sh	op I	incharge			
Spouse's Gross Salary:	1	20,000	./				
Number of Children:		02					Approx.
Name	Age	Gender	Nai	ne of School	C	Class	Annual Fees
V C -' 'II '	10	Femal	e K	nishnareni			
K. Srinidhi	1			ent School	Ì		25,000/-
	M 10	Monli	20	Day care			48,000/-
K. Suryansh	11.15	) WOIT	1	Day care entre			
			n	hly 4,000/-			
			IVIONI	110007	/		
	1		1				

☐ Own ☐ Parents N Rented ☐ Other

□ Independent house □ Flat ✓ House in a basti

7000

Residence:

Type of House:

Monthly Rent or EMI:

Division:	
	Married St.

	0:
Qualification / Education :	M.B.A Fihance
Years of Experience in	8 years
relevant field:	25,000/-
Expected gross salary:	
Justification for increase:	
Sir	. I hav my baby day care
Tam paying Rs	4,000/- for my baby day care
centre monthly	and my elater entire
to Rs 30,000/-	pearly and as I coming per
under permission	pearly and as I coming for tile 4.30 my 75%. Salary
9 pot sufficie	on till 4.30 my 15% said ent to fullful my needs to please provide me an for 6 months
to varient is	to please provide me si
My request s	tor 6 months
100/. 5010	0
Complaints & suggestions:	
Comp	
	1 / I
Preferred Designation:	
rielened Designation.	

Signature: 1204/19

Date: 12/04/2019

## Appraisal by Manager (Confidential report to HR)

Swathi K
Accounts
Good
Good
Average
Good
Good
Good
Average
Good
Good

Note: Rate as good, average or poor.

Key strengths:	
Ability to know and do hard work	:

Shortcomings or weaknesses:	
Timings.(10 30 to 4.30)	

How can we get more from the employee?	
Giving Proper Training	

What are the precautions to be taken?	
Regular monitor	

Prepared by:	Date:	
Sambasiva Rao	19/04/2019	

## For office use only:

	Item		Existing	Revised	
1.	S. Swathi				
2.	C.T. C. Salary		16125		
3.	Gross Salary including	ESI & PF	14719		
4.	Basic		4415		
5.	DA		1471		
6.	HRA		5887		
7.	CCA		1471		
8.	TA		735		
9.	EA		735		
10.	PF (Employer + Emplo	yee)	1414		
11.			1019		
12.	P.T.		0		
13.	Net Salary after ESI & PF deduction		14203		
14.	Mobile Allowance		399		
15.	Avg. monthly conveyance for last 3 months		0		
16.			17498		
17.	Loan repayment per month		500		
18.	Medical insurance provided				
19.	Accidental insurance provided		YES		
20.	No. of leaves taken in 2018-19		8		
21.	Company		AGH		
22.	Division		Accounts		
23.	Designation		Sr. Accountant		
24.	Remarks:				
	Prepared by:	Date:	Approved by	y: Date:	:
	Iqra Khatoon	12.04.19			

#### SALARY REVISION FORM (2023-2024)

Name:	K. Swathi						
Age:	3	5 485		Date of Birth:	23-	8-1987	
Present Address:	C	Om Apartments, Flat me Near Arya Samaj, Medibo Warasiguda, Sec-Bad.				101	
	Mean	r Ari	ya S	amaj, M	edibar	i,	
	War	asigu	da,	Sec-Bao	(.		
		0				9 0	
Phone ®:		_		Mobile:	811	+3169690	
Automobile:	□ Car	<b>B</b> ike □	Nil	Make:	Acc	Access 125	
Vehicle EMI:	2:	355/-	_	Year:			
Salary at the time of joining:	4	000/_		Date of joining	: Au	19/2008	
Personal Information (O	ptional			A			
Marital Status:	Marrie	Married / Single					
Name of spouse:	K	K. Hari chandra					
Spouse works at:	KI	KUN Hyundai - ECIL & Roads					
Spouse's designation:	B	Body Shop - Manager					
Spouse's Gross Salary:	32,000/-						
Number of Children:		(2)					
Name	Age	Gender	Na	me of School	Class	Approx. Annual Fees	
K. Svinidhi	13	F	Sni	chaitanya	8th	48,000/-	
K. Suryansh	6	M	Knishnareni		Ist	25,000/-	
						-	
Residence:	do	n 🗆 Danes	ata 🗆 D	ented 🗆 Other			
	<b>V</b> OW			ented   Other			
Monthly Rent or EMI:  Type of House:	S,000/— Independent house Welat - House in a basti						

Qualification / Education :	MBA (Finance)
Years of Experience in relevant field:	10 Years
Expected gross salary:	45,000/-
Justification for increase:	Honesty on Work &
My wish is to	provide a good and lucation to my Kids, as only worthfull asset to. The cost and management cation in reputed School would request and justification for salary. The above reason.
professional ed	lucation to my kids, as
it is the	only worthfull asset to
the children	. The cost and management
of good edu	ication in reputed School
is high. I	would request and
consider my	justification for salary
increase for	The above reason.
V	
×	
Complaints & suggestions:	Y .
= "	
9	
	8
Preferred Designation:	
Signature: Swalln	13/04/2023
Signature:	Date:

### For office use only:

1.	Item		Existing	Revised
2.	Swathi K			
3.	C.T. C. Salary		37000	
4.	Gross Salary including ESI & PF		35200	
5.	Basic		17600	
6.	DA		3520	
7.	HRA		14080	
8.	PF (Employer + Employee)		3600	
9.	ESI (Employer + Employee)		0	
10.	Net Salary after ESI & PF deduction		31700	
11.	Mobile Allowance		399	
12.	monthly conveyance		0	
13.	Loan with company		79581	
14.	Loan repayment per month		5000	
15.	Medical insurance provided		Yes	
16.	Accidental insurance provided		Yes	
17.	No. of leaves taken in 2022-23		28	
18.	Company		MPPL	
19.	Division		Accounts	
20.	Designation		Asst. Manager	
21.	Remarks:		Accounts	
	Prepared by:	Date:	Approved by:	Date:
	Iqra Khatoon	14-04-2023		18-04-2023