

Employee Profile

Name:	JAI KUMAR GANTA		
Age :	43	Date of Birth:	28/07/1980
Present Address:	B-108, GULMOHAR GARDENS, SHAKTI SAI NAGAR, MALLAPUR, HYDERABAD		
Emergency Contact:		Mobile No:	8885583001
Automobile:	Car & Bike	Make:	SWIFT + ACTIVA
Vehicle EMI:	12/00	Year:	2022 + 2016
Date of joining:	29/04/2005		

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	DEEPIKA				
Spouse works at:	NA				
Spouse's designation:	NA				
Spouse's Gross Salary:	NA				
Number of Children:	2				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
VISRUTH AARNNA	13	MALE	ST. PETERS	8TH	75,000
NIRAV RANA	9	MALE	ST. PETERS	4TH	65,000
Residence:	Own				
Monthly Rent or EMI:	25780				
Type of House:	Flat				

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FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:	30,00,000	EMI:	25780
	Personal Loan		EMI:	
	Gold Loan	1,50,000	EMI:	2700
	Chit Fund:		EMI:	
	Others:		EMI:	
Insurance Policy	Medical Insurance:	5,00,000	Premium:	15000
	Life Insurance:		Premium:	
	Term Insurance:		Premium:	
	Other Insurance:		Premium:	
Type of savings	Mutual Funds:	37000	One time	
	Stock bonds:	78000	One time	
	Fixed Deposit:			
	Other Savings:	14000	One time	us stock

APPRAISAL FORM 2024-2025

Designation:	AGM HR	Division:	ADMIN - HR
Qualification / Education:	B.com, MBA - HR, Diploma in Operations, Oracle, SAP		
Years of Experience in relevant field:	17 years		
Expected Percentage	25%		
Justification for increase:	1. Dedication and Longevity: 19 years of unwavering commitment to Modi Properties with perfect attendance. 2. Multitasking Mastery: Proficiently handling multiple tasks and responsibilities across various departments, ensuring seamless operations. 3. Strategic leadership in HR functions including talent acquisition, performance management, and employee engagement. 4. Proactive identification and implementation of process improvements, operational efficiency.		
Justification for Promotion:	5. Actively collaborating with colleagues to address organizational challenges and drive innovation. 6. Mentoring colleagues, fostering talent development, and promoting a positive work culture.		
Preferred Designation:	As per management decision		
Complaints:			
1. As the HR manager, I recommend to the management that we designate a room specifically for Muslim employees to pray. This will address the issue they face of occasionally being caught in meetings at the head office. Additionally, it would be beneficial to have a separate room with asbestos sheets on the terrace floor, ideally located in the southeast corner, to ensure they have sufficient space for prayer.			
Suggestions:			

Signature: _____

Date: _____