

Employee Profile

Name:	AKHANSHA		
Age :	22	Date of Birth:	27/04/2001
Present Address:	KOMPALLY, HYDERABAD		
Emergency Contact:		Mobile No:	
Automobile:		Make:	
Vehicle EMI:		Year:	
Date of joining:	05/05/2023		

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:	OWN				
Monthly Rent or EMI:	NA				
Type of House:	Independent House				

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FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:		EMI:	
	Personal Loan		EMI:	
	Gold Loan		EMI:	
	Chit Fund:	500000	EMI:	10000
	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:	HR EXECUTIVE	Division:	ADMIN-HR
Qualification / Education:	BBA + MBA		
Years of Experience in relevant field:	1		
Expected Percentage	50%		
Justification for increase:	I have found that my current salary is below the industry average for HR professionals with similar experience and qualifications in our region. I'm committed to continuing to deliver value to the organization and am excited about the opportunity to further contribute to our team's success.		
Justification for Promotion:			
Preferred Designation:			
Complaints:			
Suggestions:			

Signature: _____ Date: _____

Appraisal by Manager (Confidential report to HR)

Name of Employee:	AKHANSHA
Project:	MPSVC
Overall performance:	Good
Attitude towards colleagues:	Good
Team player:	Good
Personal appearance:	Good
Interest / Enthusiasm in work:	Good
Knowledge of work:	Good
Attendance / punctuality:	Good
Communication skills – oral – in English	Good
Communication skills – oral – in Telugu	Good

Note: Rate as good, average or poor.

Key strengths:
Enthusiastic in work and Punctual.

Shortcomings or weaknesses:
Once she comprehends the topic, she'll swiftly tackle the task.

How can we get more from the employee?
fostering a supportive work environment, providing clear expectations.

What are the precautions to be taken?
Appreciation in work, recognizing and increment in salary

Prepared by: JAI KUMAR	Date:
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