

Employee Profile

Name:	Abhishek Gautam		
Age :	22	Date of Birth:	06/12/2001
Present Address:	H.NO 26-113/2, BN 222, road no 02,balramnagar, safilguda, malkajgiri		
Emergency Contact:	9705933584	Mobile No:	9705933584
Automobile:	Bike ☐	Make:	hero galmour
Vehicle EMI:		Year:	2021
Date of joining:	28/02/2024		

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:	Other: ☐				
Monthly Rent or EMI:	7000				
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 engineer	Division:	Construction
Qualification / Education:	B.tech in civil engineering		
Years of Experience in relevant field:	One month in modi properties		
Expected Percentage	15%		
Justification for increase:	I am completing every task given to me in time. Any unknown work is given to me I am understanding learning the work and complete before the in time. It will be good push to me.		
Justification for Promotion:	 		
Preferred Designation:	 		
Complaints:	 		
Suggestions:	 		

Signature: Ashish Date: 2/04/2024

Appraisal by Manager (Confidential report to HR)

Name of Employee:	Abhishek Gpoutam
Project:	Bloomdale Residency at Genomevalley
Overall performance:	Average v
Attitude towards colleagues:	Good v
Team player:	Good v
Personal appearance:	Average v
Interest / Enthusiasm in work:	Average v
Knowledge of work:	Average v
Attendance / punctuality:	Good v
Communication skills – oral – in English	Average v
Communication skills – oral – in Telugu	Good v

Note: Rate as good, average or poor.

Key strengths:
Punctuality on work.

Shortcomings or weaknesses:
No

How can we get more from the employee?
By giving good training.

What are the precautions to be taken?
Proper training and giving more responsibility

Prepared by: Sarwar	Date: 14-04-24
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