

## COUNSELING FORM

Employee Name	Khurram Shahzad	Date	23 July 2020
Job Title	Litigation & Collection Officer	Employee ID	PRO-0178
Department	WC Collections	Supervisor Name	Muhammad Adil Khalid

### This Counselling form has been issued because of the following reasons:

▪ Violation of Policies or Procedures	▪ Misuse of Company Property
▪ Disruptive behavior/Teamwork	▪ Attendance/Absenteeism
▪ Violence in the Workplace	▪ <b>Falsification of Documents/Records</b>
▪ Unsatisfactory Work Performance	▪ Inappropriate Dress Code
▪ Refusal to Perform Assigned Work	▪ Other (specify)

### Description (If applicable):

The reason for warning letter is because he has to put equal attention on all files, the activity performed on that day was not actually done that day

The activity done on file was actually to move the follow-up calendar whereas, the follow-up calendar is

to work on the file on that given day based on the last activity done by the collector which was not being followed.

### Corrective Action to be taken:

What changes will employee make to avoid recurrence?

Working properly on each and every file assigned, utilizing follow-up calendar tool efficiently, in order to discuss/resolve cases. Following the instructions as provided on each and every file should not be neglected.

The approach should be working in order to achieve the target in a way that the files on which the target is aligned with can be served properly.

Pro Global Pvt Ltd reserves the right to begin the performance improvement process at any level and failure to correct your performance may lead to further strict action.

Employee Signature: Muhammad Khurram Shahzad

Supervisor/Manager Signature: Muhammad Adil Khalid

Human Resources Received: Danish Junejo

**Note:** This is a computer generated form and does not require a signature.



Inam Sajjad &lt;inam.sajjad@appedology.com&gt;

## Counseling Session - Khurram Shahzad - PRO-0178

2 messages

**Josh Parker** <josh.parker@medicallienmgt.com>  
To: Pro Global HR <hr@proglobaltechnologies.com>  
Cc: Josh Parker <khurram.shahzad@proglobaltechnologies.com>, "manzoor, faraz" <faraz.manzoor@appedology.com>, Max Cooper <max.cooper@medicallienmgt.com>, "sajjad, inam" <inam.sajjad@appedology.com>, Danish Junejo <danish.junejo@appedology.com>

Thu, Jul 23, 2020 at 2:15 AM

Thanks, I have received it.

Thank you,

Josh Parker  
Case Worker  
Workers Compensation Department  
Medical Lien Management, Inc.  
Office: (951) 808-3877 Ext: 586  
Direct: (909) 698-8128  
Fax: (951) 281-6235  
Mail: P.O. Box 6829 Norco, CA 92860  
Email: [josh.parker@medicallienmgt.com](mailto:josh.parker@medicallienmgt.com)  
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[Quoted text hidden]

**Pro Global HR** <hr@proglobaltechnologies.com>

Thu, Jul 23, 2020 at 1:27 AM

To: Josh Parker <khurram.shahzad@proglobaltechnologies.com>, Josh Parker <josh.parker@medicallienmgt.com>  
Cc: "manzoor, faraz" <faraz.manzoor@appedology.com>, Max Cooper <max.cooper@medicallienmgt.com>, "sajjad, inam" <inam.sajjad@appedology.com>, Danish Junejo <danish.junejo@appedology.com>

Dear Khurram Shahzad

PFA: Your counseling session form from session conducted today, 23 July 2020

Kindly Acknowledge the email.

Regards

Human Resources Department

Pro Global Pvt. Ltd.

[hr@proglobaltechnologies.com](mailto:hr@proglobaltechnologies.com) | [jobs@proglobaltechnologies.com](mailto:jobs@proglobaltechnologies.com) |

Contact : 051-2877476

<http://www.proglobaltechnologies.com>

 [Counselling Form - Khurram Shahzad - PRO-0178.pdf](#)

