

COUNSELING FORM

Employee Name	Hafiz Muhammad Noman Saeed	Date	26 June 2020
Job Title	Litigation & Collection Officer	Employee ID	APD-0201
Department	WC Collections	Supervisor Name	Ayesha Sharf

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	▪ Falsification of Documents/Records
▪ Unsatisfactory Work Performance	▪ Inappropriate Dress Code
▪ Refusal to Perform Assigned Work	▪ Other(specify)

Description (If applicable):

Working back to back on the same file, Too much data on AR, Not using customized letters,

Call logs (Less call time)

Corrective Action to be taken:

What changes will employee make to avoid recurrence?

Need to work on different files, Need to use customized letters as received by management,

Needs to increase call time

Appedology 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: _____

Supervisor/Manager Signature: _____

Human Resources Received: _____

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



Inam Sajjad <inam.sajjad@appedology.com>

Counseling Session - Adonis Edwards - APD-02012 messages

Adonis Edwards <adonis.edwards@medicallienmgt.com>

Mon, Jun 29, 2020 at 10:34 PM

To: Danish Junejo <danish.junejo@appedology.com>

Cc: Faraz Manzoor <faraz.manzoor@appedology.com>, Charlotte Martinez <charlotte.martinez@medicallienmgt.com>, "Alfred, Angela" <angela.alfred@medicallienmgt.com>, Inam Sajjad <inam.sajjad@appedology.com>

Acknowledged Sir.

Thanks,

[Quoted text hidden]

Danish Junejo <danish.junejo@appedology.com>

Mon, Jun 29, 2020 at 10:18 PM

To: Adonis Edwards <adonis.edwards@medicallienmgt.com>

Cc: Faraz Manzoor <faraz.manzoor@appedology.com>, Charlotte Martinez <charlotte.martinez@medicallienmgt.com>, "Alfred, Angela" <angela.alfred@medicallienmgt.com>, Inam Sajjad <inam.sajjad@appedology.com>

Dear Adonis Edwards

PFA: Your counseling session form from session conducted today, 29 June 2020

Kindly Acknowledge the email.

Regards,

Danish Junejo

Organizational Development Executive

Appedology (PVT)LTDEmail: danish.junejo@appedology.com

Cell: +92 335 221 3670

**Counselling Form - Hafiz Muhammad Noman Saeed.docx**

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