

TARGET ALLOTMENT FORM – December, 2021

Employee Details

Employee ID:	PRO-1234
Employee Name:	John Smith
Employee Pseudo:	Not Assigned
Date Of Joining:	14-Sep-20
Department:	Sales/Marketing
Centre:	Islamabad
Team Manager:	Zaryab Mansoor
Head Of Department:	Jonathan Smith

Monthly KPI's Target Details

Daily	Weekly		Monthly					
Calls	Calls	Appointments	Calls	Appointments	Proposals	CRM Accuracy	Attendance	Call QA
300		2	2000	8	2	100	20	100

Zaryab Mansoor

Signature of Team Lead

John Smith 2021-12-14

Signature of Employee & Date

Note: If the above mentioned targets is not met in given time frame, Management Holds the right to take any necessary actions