



## TARGET ALLOTMENT FORM – December, 2020

### Employee Details

Employee ID:	APD-0458
Employee Name:	Sumaira Dilawar
Employee Pseudo:	Anna West
Date Of Joining:	11/23/2020
Team :	Matrix DI Scheduling
Centre:	Karachi
Team Manager:	Ken Davidson

### Weekly TARGET

A scheduler is entitled to PKR 2,500 weekly incentive if KPI specifics are met.

- 300 Files Touch Per Week (60 Files Per Day)
- 50 Files CLOSED Per Week (10 Files Per Day)

A handwritten signature in blue ink, appearing to read 'Ken Davidson'.

Signature of Team Lead

A handwritten signature in blue ink, appearing to read 'Sumaira'.

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