



# Appraisal-2023

ACHIEVEMENTS



# E-bill software streamlining

- **Backlog Clearance:** I effectively managed and cleared a significant backlog of eBill tasks that had accumulated over the last year. This involved no of bills in **Year-2022-2023 -2208** bills along with the payments uploaded in 1 month in the month of July-2023.”
- **Efficient Process Implementation:** Implemented streamlined processes for eBill software that led to a more efficient workflow. This included (a)Payment Amount & Payment Date Entry as per Last bill,(b)Purpose Master Created,(c)Capture Previous Reading (if changed, show previous reading below),(d) Tariff Master Created (e). Forwarded "Bill Type" from Meter Master to Bill UPLOAD & implemented the updated necessary changes to easy getting the report.
- **Collaboration and Communication:** Promoted effective collaboration between teams involved in the eBill process. Introduced regular communication channels to ensure that user were well-informed about the progress, changes, and expectations.

## **Impact on Ongoing Processes:**

The successful streamlining of the eBill software process and backlog clearance has had a significant impact on ongoing operations. Regular updation of bill enhances the tracking of bill payments on timely.

# Communication

I have played a vital role in optimizing calendar management, scheduling, and in-departmental meetings, thereby fostering a positive working environment through enhanced communication.

- ❑ **Efficient Calendar Management:** I have streamlined calendar management processes, ensuring that team members' schedules are organized and optimized. This involved interdepartmental calendar management through merging of google calendar of every department.
- ❑ **Effective Scheduling Practices:** Implemented effective scheduling practices that have led to improved time management and reduced conflicts. By utilizing google sheets & calendars, I have contributed to a more organized and productive work environment.
- ❑ **Facilitation of In-Departmental Meetings:** Facilitated regular and productive in-departmental meetings to enhance communication and collaboration. These meetings have provided a platform for project updates, Weekly review report, issue resolution.

## **Impact on Communication and Working Environment:**

Improved morale and a positive working environment, as team members feel more organized and informed about upcoming events and meetings.

# Project Spoons Handling

Taken initiative for integration and management of Project Spoons software for enhanced employee tracking and productivity.

## Achievements:

- Successfully implemented Project Spoons to monitor employee attendance efficiently.
- Established a streamlined process for tracking GPS locations, improving field force management.
- Proactively led the initiative to introduce automation in the product development department.
- Coordinated with the BA team & implemented crop wise forms filling details with mobile app using.
- Improved overall efficiency and minimized manual interventions in routine development tasks.

## Impact and Benefits:

- Significantly improved accuracy and reliability in tracking employee attendance and GPS locations.
- Automation in product development resulted in a more streamlined and efficient development lifecycle.
- Reduced manual errors and accelerated the delivery of high-quality products.

# Query Resolution Process

Led the initiative to develop a comprehensive query Google Sheet for tracking and managing finance-related queries.

- Successfully prepared a user-friendly and efficient query Google Sheet to systematically log finance-related queries.
- Customized the sheet to include key parameters for tracking, categorization, and priority assignment.
- Achieved a significant reduction in query resolution times by leveraging the Google Sheet for quick identification and assignment.

## Impact and Benefits:

- Faster Query Resolution
- Analytical Insights
- Enhanced Finance Department Operations

# Best Bowler Award\_Womens Cricket VNR-2023

Participated in the VNR Unnati Women's Cricket Team, marking the first instance of such involvement in VNR's history.

The participation in the women's cricket team and winning the Best Bowler Prize marked a historic moment for VNR.