

From: abrar.hussain@chipconsulting.org
Sent: Wednesday, May 17, 2023 1:54 PM
To: sobia.shafiq@chipconsulting.org
Cc: Rehanamansha
Subject: SW Shahzad Umer Performance Report (10041077-RAVI TRUCKING STATION)

Dear Sobia,

I hope that you are doing well. Afore Mentioned SW performance is been observed poor in following Segments.

1. Poor Communication in group. Number of time reminders through call given but No improvement witnessed. Communication with SM is also Very Poor.
2. Intervention & Compliance report is poor against checked CCTV in my Visit.
3. Poor Morning Huddle or No Huddle is been done.
4. Personal hygiene and outlook is poor. Uniform is not clean. Beard is not trimmed or shaped.
5. SW intervention / Awareness to Customer is zero % or No involvement.
6. Number of Absenteeism Observed despite Verbal Warnings.

It is requested please take disciplinary action against him and send him warning Letter on above said issues. A letter is already issued to him but still no explanation received from him.

Regard's

Abrar Hussain
Supervisor
Central Punjab
0301-6600299