

M48A0: Sales Coordinator-Senior
Manager: Arif Wakil (318092)
Evaluated By: Arif Wakil (318092)

Organization: Worldwide Sales (Arif Wakil (318092))
Location: FXE-MEISA/IND/DELSN/DELSN/New Delhi
01/06/2021 - 31/05/2022

Acknowledgement

Employee

Entered by: Renu Deewakar (978455) **Date:** 14/07/2022
Status: Acknowledgment – I have received this content and have reviewed it or it has been reviewed with me
Comment: Will be working as per below development plan.

Competencies and Job Expectations

FXE MEISA Adaptability

Demonstrates commitment to work by reliably meeting deadlines and achieving goals. Shows flexibility in the workplace and remains comfortable with change and transition. Remains calm and composed during stressful and/or high activity periods or while receiving criticism. Considers alternate viewpoints and new ideas.

FXE MEISA Communication

Actively listens to others to ensure full understanding before responding. Chooses the correct communication method for the situation and tailors for the audience. Verbally communicates to convey intentions and present ideas in a meaningful way. Drafts effective, accurate and well-written communications.

FXE MEISA Customer Focus

Considers the customer perspective and anticipates customer needs. Delivers great service and creates a positive customer experience. Strives to make every customer experience outstanding.

FXE MEISA Team Focus

Seeks opportunities to aid fellow employees. Helps others when not required to do so. Focuses on group cooperation and facilitation. Promotes a team-oriented work environment. Explores opportunities to improve performance by working with others who possess complementary skills and knowledge.

Questions

Describe the employee's top two strengths.

Manager Evaluation

Response: 1. **Job knowledge & skills**- Knows her responsibilities very well and executes them and as per deadlines and ensures compliance
2. **Fast learner** - Is a quick learner and understand complex processes/Job aids and system changes

Describe two development opportunities for the employee.

Manager Evaluation

- Response:**
- 1. Interpersonal & Communication skills-**
 - Focus on building trust & cordial relationship with larger audience/Team
 - Select and complete 2 courses from Percipio on effective communication & Networking skills
 - Support with peers within department and deliver training and knowledge sessions to Internal customers
 - 2. Learning & Self Development-**
 - Utilize TA to complete a professional course on Business Analytics
 - Take any new Initiatives and Projects to upgrade knowledge & share experience

Describe two performance goals the employee can work on for the rest of the financial year.

Manager Evaluation

- Response:**
- 1. Initiate, Align and support new changes , including cross functional projects or Initiatives
 - 2. Build strong Interpersonal skill and become Proficient in Written, Verbal Communication & Presentation Skills.

Career

Travel Preferences

Willing to Travel: Yes

Travel Amount: 100%

Additional Information: No restriction or limitation to Travel & relocation as per job requirement.

Career Interests

Career Preferences: Supervisor, Team Lead

Career Interest: Develop competencies to look at opportunities in Sales Solution Team as SDI & Sales Analyst in SP&A.

Development Items

Develop Problem Solving & Planning & Organizing Skills to take up new role and responsibility

Status: In Progress

Start Date: 1 Jun 2021 Completion Date: 31 May 2022