General Performance Appraisal Schedule

Date: 20th August 2023 (Sunday)

Kaimoo Head Office

Location: Marketing Office Meeting Room

Department: Admin & Operations			
Name	**Designation**	**Time**	**Appraiser**
Shifaau Moosa	Admin & Ops Coordinator	09:00 to 09:30	Aboobakuru Yoosuf
Mohamed Nizam	Admin & Ops Supervisor	14:00 to 14:30	Aboobakuru Yoosuf
Ahmed Rifaau	Airport Rep	14:30 to 15:00	Ahmed Zaaid Yazeed and Aboobakuru Yoosuf
Abdulla Moosa	Airport Rep	15:00 to 15:30	
Ahmed Zaaid Yazeed	Airport Rep	15:30 to 16:00	Aboobakuru Yoosuf

Department: Executives			
NAME	**DESIGNATION**	**TIME**	**APPRAISER**
Nasha Nasheed	Sales & Marketing Manager	09:30 to 10:00	Ms. Noor Waheed
Rajeev Raghavan	Revenue Manager	10:00 to 10:30	

Location: Head Office Meeting Room

Department: Directors Bureau			
Name	**Designation**	**Time**	**Appraiser**
Ismail Rifaee	IT Officer	10:30 to 11:00	Moosa Zaki

Location: MD's Cabin

Department: Executives			
Name	**Designation**	**Time**	**Appraiser**
Afra Mohamed	Manager, Human Resources	09:00 to 09:30	Ms. Aishath Neena Ahmed and Mr. Mohamed Manih Ahmed
Aminath Shadhun	L&D Executive	09:30 to 10:00	
Ibrahim Ali	General Manager, City Hotels	10:00 to 10:30	

General Performance Appraisal Schedule

Date: 20th August 2023 (Sunday)

Mookai Hotel

Location: Mookai Hotel Conference Hall 9th floor

Department: Front Office			
Name	**Designation**	**Time**	**Appraiser**
Athifa Abdul Wahhab	Receptionist	09:00 to 09:30	Mariyam Malaz
Khadeeja Shoona	Receptionist	09:30 to 10:00	
Hussain Zidhaan	Receptionist	10:00 to 10:30	

Department: Kitchen			
Name	**Designation**	**Time**	**Appraiser**
Chandrasiri M.	Chef De Partie	14:00 to 14:30	Ranjit Dissanayake
Sathiskumar T.	Commis III	14:30 to 15:00	
Dilshan Supeshala	Commis I	15:00 to 15:30	
M. Arif Hossain	Kitchen Helper	15:30 to 16:00	

Mookai Suites

Location: Head Office Meeting Room

Department: Restaurant			
Name	**Designation**	**Time**	**Appraiser**
Ajmal Ahamed	Waiter	10:00 to 10:30	Mahesh Ranchagoda

Department: Laundry			
Name	**Designation**	**Time**	**Appraiser**
MD Najmul Hasan	Laundry Attendant	10:30 to 11:00	Indika Deepal
Jagath Rohan	Laundry Attendant	11:00 to 11:30	
Akter Hossain	Laundry Attendant	ON LEAVE	

General Performance Appraisal Schedule

Date: 21st August 2023 (Monday)

Kaimoo Head Office

Location: Marketing Office Meeting Room

Department: Marketing & Sales			
Name	**Designation**	**Time**	**Appraiser**
Ibrahim Munees	Graphic Designer	09:30 to 10:00	Nasha Nasheed
Aishath Shaiba Gasim	Marketing Executive	10:00 to 10:30	
Adhma Abdulla	Sales & Marketing Officer	10:30 to 11:00	

Department: Admin & Operations			
Name	**Designation**	**Time**	**Appraiser**
Fathimath Alara Nizar	Airport Rep	11:00 to 11:30	Ahmed Zaaid Yazeed and Aboobakuru Yoosuf
Mohamed Lameen Abdulla	Airport Rep	11:30 to 12:00	

Department: Human Resources			
Name	**Designation**	**Time**	**Appraiser**
Imran Ahmed	HR Supervisor	14:00 to 14:30	Afra Mohamed
Mariyam Faruhiya	Senior HR Officer	14:30 to 15:00	
Mariyam Salifa Ali	HR Coordinator	15:00 to 15:30	
Zainab Zaina Zameer	Learning & Development Coordinator	15:30 to 16:00	Aminath Shadhun

Location: Head Office Meeting Room

Department: Accounts			
Name	**Designation**	**Time**	**Appraiser**
Harold Gunathilaka	Chief Accountant	09:30 to 10:00	Mr. Riza

General Performance Appraisal Schedule

Date: 21st August 2023 (Monday)

Mookai Hotel

Location: Mookai Hotel Conference Hall 9th floor

Department: Accounts			
Name	**Designation**	**Time**	**Appraiser**
Sulthana A. Ghanee	Accounts Assistant	10:00 to 10:30	Lalinda Wijerathne
Sobira	Accounts Assistant	10:30 to 11:00	

Department: Maintenance			
NAME	**DESIGNATION**	**DATE & TIME**	**APPRAISER**
Chaminda Ruwan W.	Assistant Foreman	13:30 to 14:00	Romesh Anton
Givantha Fonseka	Electrician	14:00 to 14:30	
Prasad Dharmakanth	Maintenance Technician	14:30 to 15:00	
Prasanna P.	Mason	15:00 to 15:30	
Gayan Madhusanka	Labourer	15:30 to 16:00	

Mookai Suites

Location: Head Office Meeting Room

Department: Restaurant			
Name	**Designation**	**Time**	**Appraiser**
K. Pujitha Manohara	Chef De Partie	11:00 to 11:30	Ranjit Dissanayake
Prabu Raman	Commis I	11:30 to 12:00	
Akila Nethmal W.	Commis I	12:00 to 12:30	
Thilanka Lakmal	Chef De Partie - Pastry	12:30 to 13:00	
Ajesh Stephen	Kitchen Helper	13:00 to 13:30	

Department: MKS HODs			
Name	**Designation**	**Time**	**Appraiser**
Fathimath Makhzoona	Front Office Supervisor	13:00 to 13:30	Ibrahim Ali
Pushpa Kumara W.	Accounts Executive	13:30 to 14:00	
Mahesh Ranchagoda	Restaurant Supervisor	14:00 to 14:30	
Mohamed Naeem	Housekeeper	14:30 to 15:00	
Indika Deepal	Laundry Supervisor	15:00 to 15:30	

General Performance Appraisal Schedule

Date: 22nd August 2023 (Tuesday)

Kaimoo Head Office

Location: Marketing Office Meeting Room

DEPARTMENT: Admin & Operations			
NAME	**DESIGNATION**	**TIME**	**APPRAISER**
Ibrahim Mamdhooh	Admin Assistant	11:00 to 11:30	Mohamed Nizam
Mohamed Ibrahim	Office Assistant	11:30 to 12:00	
Ishara Bopitiyaga Don	Driver	ON LEAVE	Shifau Moosa
Subash Nandhakumar	Laborer Maintenance	12:30 to 13:00	

General Performance Appraisal Schedule

Date: 22nd August 2023 (Tuesday)

Mookai Suites

Location: Head Office Meeting Room

DEPARTMENT: Accounts			
NAME	**DESIGNATION**	**TIME**	**APPRAISER**
Lucky Jayasekara	Book Keeper	10:00 to 10:30	Pushpa Kumara W.
Nagendra Babu Pilla	Storekeeper	10:30 to 11:00	

DEPARTMENT: Housekeeping			
NAME	**DESIGNATION**	**TIME**	**APPRAISER**
Sattar Howlader	Room Attendant	14:00 to 14:30	Mohamed Naeem
Shahidul Islam	Room Attendant	14:30 to 15:00	
Nannu Hawlader	Room Attendant	15:00 to 15:30	
Mohammad Shahadat	Room Attendant	15:30 to 16:00	

Mookai Hotel

Location: Mookai Hotel Conference Hall 9th Floor

Department: Front Office			
NAME	**DESIGNATION**	**TIME**	**APPRAISER**
Mohamed Maishaan	Receptionist	09:00 to 09:30	Mariyam Malaz

DEPARTMENT: Restaurant			
NAME	**DESIGNATION**	**TIME**	**APPRAISER**
Ajith S. Kumar	Waiter	10:30 to 11:00	Nalin Indika M.
Raju Marukurthi	Waiter	11:00 to 11:30	
Chaminda T. Edmund	Waiter	11:30 to 12:00	

Department: MKH HODS			
NAME	**DESIGNATION**	**TIME**	**APPRAISER**
Mariyam Malaz	Front Office Manager	13:00 to 13:30	Ibrahim Ali
Lalinda WIjerathne	Accountant	13:30 to 14:00	
Ali Saifudheen	Housekeeper	14:00 to 14:30	
Ranjit Dissanayake	Sous Chef	14:30 to 15:00	
Nalin Indika M.	Restaurant	15:00 to 15:30	
Romesh Anton	Maintenance Supervisor	15:30 to 16:00	

General Performance Appraisal Schedule

Date: 23rd August 2023 (Wednesday)

Kaimoo Head Office

Location: MD's Cabin

Department: Executives			
NAME	**DESIGNATION**	**TIME**	**APPRAISER**
Aboobakuru Yoosuf	Administration & Operations Manager	09:00 to 09:30	Ms. Aishath Neena Ahmed and Mr. Mohamed Manih Ahmed
Hussain Raafiu	Business Process & Development Manager	09:30 to 10:00	

General Performance Appraisal Schedule

Date: 23rd August 2023 (Wednesday)

Mookai Hotel

Location: Mookai Hotel Conference Hall 9th floor

Department: Housekeeping			
NAME	**DESIGNATION**	**TIME**	**APPRAISER**
Hridoy Hossen	Room Attendant	13:30 to 14:00	Ali Saifudheen
M. Shahab Uddin	Room Attendant	14:00 to 14:30	
N. Maduranga B. Don	Room Attendant	14:30 to 15:00	
Himangshu R. Mantu	Room Attendant	15:00 to 15:30	

Mookai Suites

Location: Head Office Meeting Room

Department: Front Office			
NAME	**DESIGNATION**	**TIME**	**APPRAISER**
Ismail Aman	Receptionist	13:00 to 13:30	Fathmath Makhzoona
Aishath Leena Ahmed	Receptionist	13:30 to 14:00	

Department: Maintenance			
NAME	**DESIGNATION**	**TIME**	**APPRAISER**
Nayana Tharanga	AC Technician	14:00 to 14:30	Romesh Anton
Aruna Shantha E.	Carpenter	14:30 to 15:00	
Nivas Mathavan	Labourer	15:00 to 15:30	
Dharmasena S.	Plumber	15:30 to 16:00	

General Performance Appraisal Schedule

Date: 24th August 2023 (Thursday)

Kaimoo Head Office

Location: Marketing Office Meeting Room

Department: Directors Bureau			
NAME	**DESIGNATION**	**TIME**	**APPRAISER**
Shamman Mohamed	Admin Officer	09:00 to 09:30	Ms. Aishath Neena Ahmed and Mr. Mohamed Manih Ahmed
Hussain Ziushan	Admin Assistant	09:30 to 10:00	
Moosa Zaki	Senior IT & Communications Officer	10:00 to 10:30	

Location: Head Office Meeting Room

Department: Accounts			
NAME	**DESIGNATION**	**TIME**	**APPRAISER**
Ahmed Zinan Adam	S. Accounts Assistant	14:00 to 14:30	Harold Gunathilake
Dhanushka Indrajith Mendis	Accountant	14:30 to 15:00	