

Background Verification Form

Company name: AML Rightsource India Pvt Ltd 2FY25

Purpose of Application: NORMAL BGV(EMPLOYMENT)

Applicant's CV

ABHIJEET MITRA
Email id: abhiijeet2000@gmail.com
Contact: 8276838094
| Kolkata, India | Age 23

EDUCATION
University of Calcutta, India
Bachelor of Commerce (Accounts) – 7.865 CGPA
Oct 2020 - Aug 2023

EXPERIENCE
Concentrix, Kolkata, India
Process Associate
Nov 2023 to Mar 2025

- Contributing to the success and demonstrated proficiency in delivering customer service and achieving sales targets, showcasing strong communication and problem-solving skills.
- Responsible for review and verification of multiple customer types according to KYC procedures and policies for clients as per risk level matrix of company.
- Interacting with business on daily basis making sure expectations are met.
- Conducted weekly team meetings and developed and implanted strategies and plan.
- Strong understanding power at operational level, multiple types of accounts lifecycle and perform settlements accordingly.
- Refined tools and practices to optimize manual reviews.
- Ensuring high quality standards and adhering to TAT.

PRO BONO EXPERIENCE
Working as a volunteer in a NGO named Ananya Foundation which focused on clothing drive and food distribution to underprivileged children.
- Providing essentials to the mentally unstable and physically challenged children.
- Planning out budgets and selecting locations for the projects which are to be held.
Sept 2021 – Present

EXTRA-CURRICULAR ACTIVITIES
Experience in Indian Classical Music, Nazrul Geet and Rabindra Sangeet with a strong passion of preserving and promoting traditional music with an experience of performing in schools and colleges programs.
- Proficient in playing multiple instruments like guitar, cajon, harmonium and kazoos.

SKILLS & CERTIFICATIONS
- Languages – English, Hindi, Bengali, German
- Soft Skills – Communication Skills, Decision Making, Attention to Details, Problem Solving, Time Management, Team Collaboration
- Practical Skills – Finance, AML & KYC, CDD, EDD, Customer Service, Transaction Monitoring, KYC Documentation, Onboarding Clients
- Digital Skills – MS Office, Google Sheets, Prompt Engineering
- Certifications – Anti-Money Laundering Concepts: AML, KYC & Compliance from GenMan Solutions, A1 in German from Goethe Institute

Govt ID #1



इस कार्ड के खोने/पाने पर कृपया सूचित करें/लीटाएं:
आयकर वेन सेवा इकाई, एन एस डी एल
चौथी मंजिल, मंत्री स्टर्लिंग,
प्लॉट नं. 341, सर्वे नं. 997/8,
मॉडल कॉलोनी, दीप बंगला चौक के पास,
पुणे - 411 016.

If this card is lost / someone's lost card is found,
please inform / return to :

Income Tax PAN Services Unit, NSDL
4th Floor, Mantri Sterling,
Plot No. 341, Survey No. 997/8,
Model Colony, Near Deep Bungalow Chowk,
Pune - 411 016.
Tel: 91-20-2721 8080, Fax: 91-20-2721 8081
e-mail: tininfo@nsdl.co.in

Personal Information

Full Name	Abhijeet Mitra
Former Name / Maiden Name	N/A
Mobile Number	8276838094
Father's Name	Siba Prasad Mitra
Spouse's Name	N/A
Date of Birth	20-01-2002
Age	23 years 3 months
Gender	male
Alternative Mobile Number	9073111750
Aadhar Card Number	2284 5673 3202
Aadhar Card Number	8276838094
Pan Card Number	GDHPM7792D
Nationality	Indian
Marital Status	Single

Permanent Address

House no	Mrinalini Bhavan 3rd floor Flat no 3
Street	P-21 Rastraguru Avenue Dum Dum
District	North 24 parganas
City	Kolkata
State	West Bengal
Pincode	700028

Current Address

House no	Mrinalini Bhavan 3rd floor Flat no 3
Street	P-21 Rastraguru Avenue Dum Dum
District	North 24 parganas
City	Kolkata
State	West Bengal
Pincode	700028

LATEST EMPLOYMENT 1

I am a Fresher and do not have any prior employment experience	
Name of the Employer:	Concentrix
Job Location:	Kolkata
Employee ID:	102359832
Designation:	Sales Advisor,1
UAN Number:	102018882929
From Date:	03-11-2023
To Date:	01-03-2025
Name of the Reporting Manager:	Sharmila Saha
Manager's Contact No:	
Manager's Contact Email:	
Reasons for leaving:	Better opportunity and education purpose
HR Name:	Vishesh Sharma
HR Contact No:	
HR Email ID:	vishesh.sharma1@concentrix.com
Last Salary Drawn:	20156
Position Type:	permanent
Agency Details:	
Resignation Acceptance	1
Relieving Letter	1
Latest 3 months pay slip	1



Ref.: RSA/KOL/102359832/2025

Date: 03-Mar-2025

Abhijeet Mitra (102359832)

Subject: Acceptance of Resignation

Dear Abhijeet,

With reference to your resignation we hereby acknowledge the receipt and accept the same.
Your Last Day in the Organization - 01-Mar-2025.

Please note that as per the terms and conditions of your employment, in case notice period is not served/partially served by you, salary in lieu thereof will be recovered from your full and final settlement.

Please ensure that all asset clearances have been obtained by you and all pending dues/loans/AMEX credit card amount (If applicable) have been settled. In case of any pending assets/payments the same will be recovered in your Full and Final Settlement.

Also, you are required to handover the applicable asset(s) (Desktop, Laptop, Plantronics Headset, Adaptor, Permanent and Temporary ID Access Badge etc.) to the respective stakeholders for ECF clearances on or before your Last Day of Employment. However, required to submit the IT asset(s) to the concerned IT Department. Any pendency in this aspect shall make our acceptance of your resignation vide this letter suo motu as null and void. This will only be treated as valid once the pendency will be cleared off, after you submit all our assets and take clearances from the concerned departments.

As a standard procedure we take this opportunity to remind you of your continuing obligation under and in the terms of all the applicable provisions of the Non-Disclosure and Code of Ethical Business Conduct duly executed by you, which we are confident you shall duly respect.

You may contact the F&F Department for any queries you may have on settlement of your dues with the company. The Details are given below :

You can call us at our Exit Helpdesk @ 1800 572 2604 (Toll Free) between 9.00 AM to 10.00 PM (Monday to Friday) or email at full.final@concentrix.com

NOTE: This is not a "Service Certificate cum Relieving Letter". It will only be provided to you post settlement of Full & Final dues based on the clearances completed by you at the time of leaving the organization.

The date mentioned on this letter is based on the current information as you may be relieved earlier or later basis the Organization requirement. Therefore, the "Service Certificate cum Relieving Letter" will mention the exact service period/dates.

Regards,

Concentrix Daksh Services India Private Limited

CNX/SEP/ART/OFFB/RAM/4.0

This is a system generated letter and does not require any signatures.

Concentrix Daksh Services India Private Limited

DLF IT SEZ, Ground Floor & 1st Floor, Tower B, Unit III, Building No.6, DLF Cyber City, Sector 24 & 25A, Phase-3, Gurgaon, Haryana 122002, India
91 124 6755903

Registered Address : Hindustan Times House, Level 10, K G Marg, Connaught Place, New Delhi – 110001

CIN: U72200DL1999PTC102972

info@concentrix.com | www.concentrix.com

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Ref.: SC/102359832/KOL/2025
Date: 24-Mar-2025

Relieving Cum Experience Certificate

To Whomsoever It May Concern

This is to certify that Abhijeet Mitra (102359832) worked with Concentrix Daksh Services India Private Limited, from 03-Nov-2023 To 01-Mar-2025 and last held the post of Representative, Operations. His Internal Job Title was Advisor I, Sales.

During his tenure his conduct was found satisfactory and there are no outstanding dues against him.

He left on his own accord and we wish him all the best in his future endeavors.

Sincerely,

Concentrix Daksh Services India Private Limited

This is a system generated letter and does not require any signatures.

CNX/SEP/ART/FNFS/EL1F/2.0

Concentrix Daksh Services India Private Limited

DLF IT SEZ, Ground Floor & 1st Floor, Tower B, Unit III, Building No.6, DLF Cyber City, Sector 24 & 25A, Phase-3, Gurgaon, Haryana 122002, India
91 124 6755903

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CIN: U72200DL1999PTC102972

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Concentrix Daksh Services India Private Limited
PAYSIP FOR THE MONTH OF DECEMBER - 2024

02-Mar-2025

Employee Code	102359832	Date of Joining	03-Nov-2023		
Employee Name	Abhijeet Mitra	Bank A/c No /Name	50100674558810 / HDFC		
Social Title	Representative, Operations	Payable Days	31.00		
Internal Title	Advisor I, Sales	Non Payable Days	0.00		
PF No.	WB/CAL/45000/42920	Attd. Arrear Days	0.00		
ESI No.	4119265366	Current Month OT	0.00		
UAN	102018882929	Current Month SP	0.00		
PAN	GDHPM7792D	Current Month SSP	0.00		
PRAN No.					
EARNINGS			DEDUCTIONS		
Description	For the Month	Arrear	Total	Description	Amount
Basic Pay	10,957.00	0.00	10,957.00	Provident Fund Employee	1,315.00
House Rent Allowance	4,092.00	0.00	4,092.00	ESI Deduction- Employee	152.00
Statutory Bonus	2,191.00	0.00	2,191.00	Professional Tax Dedn	130.00
Incentive	750.00	0.00	750.00	LWF Employee	3.00
Transport Allowance	2,200.00	0.00	2,200.00		
Total Earnings			20,190.00	Total Deductions	1,600.00
Net Pay :					18,590.00
NPS Contribution					0.00

Registered Office address

Hindustan Times House, Level 10, K G Marg, Connaught Place, New Delhi- 110001

For any query on Salary, please raise a ticket in Solvnow >> People Solutions >> My Pay >> Request Now.

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Concentrix Daksh Services India Private Limited
PAYSLIP FOR THE MONTH OF JANUARY - 2025

02-Mar-2025

Employee Code	102359832	Date of Joining	03-Nov-2023			
Employee Name	Abhijeet Mitra	Bank A/c No /Name	50100674558810 / HDFC			
Social Title	Representative, Operations	Payable Days	31.00			
Internal Title	Advisor I, Sales	Non Payable Days	0.00			
PF No.	WB/CAL/45000/42920	Attd. Arrear Days	0.00			
ESI No.	4119265366	Current Month OT	0.00			
UAN	102018882929	Current Month SP	0.00			
PAN	GDHPM7792D	Current Month SSP	0.00			
PRAN No.						
EARNINGS			DEDUCTIONS			
Description	For the Month	Arrear	Total	Description	Amount	
Basic Pay	11,241.00	0.00	11,241.00	Provident Fund Employee	1,349.00	
House Rent Allowance	3,808.00	0.00	3,808.00	ESI Deduction- Employee	154.00	
Statutory Bonus	2,248.00	0.00	2,248.00	Professional Tax Dedn	130.00	
Incentive	1,000.00	0.00	1,000.00			
Transport Allowance	2,200.00	0.00	2,200.00			
Total Earnings			20,497.00	Total Deductions		1,633.00
Net Pay :						18,864.00
NPS Contribution						0.00

Registered Office address

Hindustan Times House, Level 10, K G Marg, Connaught Place, New Delhi- 110001

For any query on Salary, please raise a ticket in Solvnow >> People Solutions >> My Pay >> Request Now.

Personal and Confidential.

This is a system generated statement and it does not require any signatures.

EX EMPLOYMENT 2

I haven't done my EX-EMPLOYMENT-2

1

PREVIOUS EMPLOYMENT 3

I haven't done my PREVIOUS EMPLOYMENT 3

PREVIOUS EMPLOYMENT 4

I haven't done my PREVIOUS EMPLOYMENT 4

PREVIOUS EMPLOYMENT 5

I haven't done my PREVIOUS EMPLOYMENT 5

POST GRADUATION

I haven't done my Post Graduation	1
College Name:	
College Location:	
University Name:	
Major / Specialisation	
Course / Qualification:	
Part Time/ Full Time:	
Roll Number / Register Number:	
From:	
To:	
Marksheet	
Provisional Certificate / Diploma / Other Certificates	
Degree Certificate	

GRADUATION

I haven't done my Graduation	
College Name:	Umeschandra College
College Location:	FC-129, Falguni Rd, FC Block, Sector 3, Bidhannagar, Kolkata, West Bengal 700106
University Name:	University of Calcutta
Major / Specialisation	Accountancy
Course / Qualification:	Bachelors in Commerce(honours)
Part Time/ Full Time:	full_time
Roll Number / Register Number:	201126-21-0743
From:	21-10-2020
To:	31-08-2023
Marksheet	1
Provisional Certificate / Diploma / Other Certificates	
Degree Certificate	1

126/15140/069/2023



10/18

UNIVERSITY OF CALCUTTA
STATEMENT OF MARKS OBTAINED BY



Name : ABHIJEET MITRA

Roll No. 201126-21-0743

Registration No. 126-1111-0960-20

Examination: B. COM. 6th SEMESTER (HONOURS) EXAMINATION (UNDER CBCS)-2023

[illegible]

SGPA	6.500
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Semester	Year	Full Marks	Marks Obtained	Semester Credit	SGPA	Cumulative Credit	CGPA	Letter Grade	Remarks
I	2020	500	482	26	9.615				
II	2021	500	476	26	9.523				
III	2021	400	347	22	8.618				
IV	2022	400	270	24	6.750				
V	2022	400	234	24	5.850				
VI	2023	400	264	22	6.500	144	7.865	A	Very Good

Remarks :	Semester Cleared with Honours.
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UG - C - SEM - 021/ 0115171

(VIDE REVERSE)

CONTROLLER OF EXAMINATIONS
(Acting)

201126-21-0743

005044

University of Calcutta



This is to certify that
Abhijeet Mitra

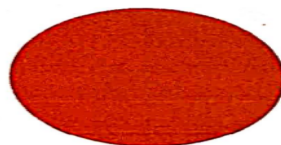
*obtained the degree of Bachelor of Commerce
(Three Year Course) with Honours in
Accountancy under the Semester-wise Choice
Based Credit System Examination in the year
2023, in this University and he obtained Grade
A with CGPA 7.865.*

VERIFIED

(Signature) 24/3/25
Office of the Registrar
University of Calcutta
INDIA

Senate House,
The 31st August, 2023

Sl. No. : 0005647



Santa Salla (Se)
Vice-Chancellor.

1400572920231137

12TH STANDARD

I haven't done my 12th Standard	
School Name/College Name:	St.Stephen's School, Dum Dum
School Location:	11, Rishi Bankim Chandra Road, Mahendra Colony, Cantonment, Rajbari, Dum Dum, Kolkata, North Dumdum, West Bengal 700028
Board Name/University Name:	CISCE
Major Subjects	English, Economics, Accounts, Bengali, Commerce
Course / Qualification:	ISC
Part Time/ Full Time:	full_time
Roll Number / Register Number:	2201481/217
From:	01-04-2019
To:	10-07-2020
Marksheet	1

COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS, NEW DELHI
INDIAN SCHOOL CERTIFICATE EXAMINATION (CLASS - XII) YEAR 2020



2201481/217

STATEMENT OF MARKS

Name **ABHIJEET MITRA**
 of **ST. STEPHEN'S SCHOOL, DUM DUM, KOLKATA**
 Unique ID **6624491**
 Son of
Smt ANJALI MITRA
Shri SIBA PRASAD MITRA

SUBJECTS
 External Examination

ENGLISH
BENGALI
ECONOMICS
COMMERCE
ACCOUNTS
MATHEMATICS



PERCENTAGE MARKS

84	EIGHT FOUR
68	SIX EIGHT
74	SEVEN FOUR
74	SEVEN FOUR
68	SIX EIGHT
41	FOUR ONE

Internal Assessment
SUPW & COMMUNITY SERVICE
EXAMINATION OF 2020

GRADE

A

RESULT - PASS CERTIFICATE AWARDED

Note : 1. The pass mark for each subject is 35%
 2. No divisions are awarded.

Date of declaration of Result **10.07.2020**

Signature Not Verified

Digitally signed by DST COUNCIL FOR THE INDIAN
 SCHOOL CERTIFICATE EXAMINATIONS 4
 Date: 2024.07.16 14:58:23 +05:30
 Reason: Certifying ISC Statement of Marks
 Location: New Delhi

(Explanatory Note attached)

10TH STANDARD

I haven't done my 10TH Standard	
School Name/College Name:	St.Stephen's School, Dum Dum
School Location:	11, Rishi Bankim Chandra Road, Mahendra Colony, Cantonment, Rajbari, Dum Dum, Kolkata, North Dumdum, West Bengal 700028
Board Name/University Name:	CISCE
Major Subjects	English, Bengali, History,Civics & Geography, Mathematics, Science, Physical Education
Course / Qualification:	ICSE
Part Time/ Full Time:	full_time
Roll Number / Register Number:	1185849/212
From:	03-04-2017
To:	14-05-2018
Marksheet	1

COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS, NEW DELHI
INDIAN CERTIFICATE OF SECONDARY EDUCATION EXAMINATION (CLASS - X) YEAR 2018



1185849/212

STATEMENT OF MARKS

Name **ABHIJEET MITRA**
of **ST. STEPHEN'S SCHOOL, DUM DUM, KOLKATA**
Unique ID **6624491**
Son of
Smt **ANJALI MITRA**
Shri **SIBA PRASAD MITRA**

SUBJECTS
External Examination

ENGLISH
BENGALI
HISTORY, CIVICS & GEOGRAPHY (HCS-C, GEO-C)
MATHEMATICS
SCIENCE (PHY-C, CHE-D, BIO-C)
PHYSICAL EDUCATION

PERCENTAGE MARKS

82 EIGHT TWO
75 SEVEN FIVE
71 SEVEN ONE
52 FIVE TWO
61 SIX ONE
96 NINE SIX

Internal Assessment

SUPW & COMMUNITY SERVICE

Date of Birth as certified by the Head of the School at the time of registration
(in words) **Twentieth January Two Thousand and Two**
(in figures) **20.01.2002**

RESULT - PASS CERTIFICATE AWARDED

Note : 1. The pass mark for each subject is 33%
2. No divisions are awarded.

Date of declaration of Result **14.05.2018**

GRADE

A

Signature Not Verified

Digitally signed by DS COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS 4
Date: 2024.07.16 19:52:59 +05:30
Reason: Certifying ICSE Statement of Marks
Location: New Delhi

(Explanatory Note attached)

DIPLOMA

I haven't done my DIPLOMA	1
College Name:	
College Location:	
University Name:	
Major / Specialisation	
Course / Qualification:	
Part Time/ Full Time:	
Roll Number / Register Number:	
From:	
To:	
Marksheet	
Diploma Certificate / Other Certificates	

GRADUATION

University / Institute Name	N/A
Course	N/A
Specialization Major	N/A
Start Date	N/A
End Date	N/A
Gap Status	0 years and 0 months

SENIOR SECONDARY

School Name	N/A
-------------	-----

SENIOR SECONDARY

Start Date	N/A
End Date	N/A
Gap Status	0 years and 0 months

SECONDARY	
School Name	N/A
Start Date	N/A
End Date	N/A

Employment Deails	
Years of Experience	
No of Employment	1

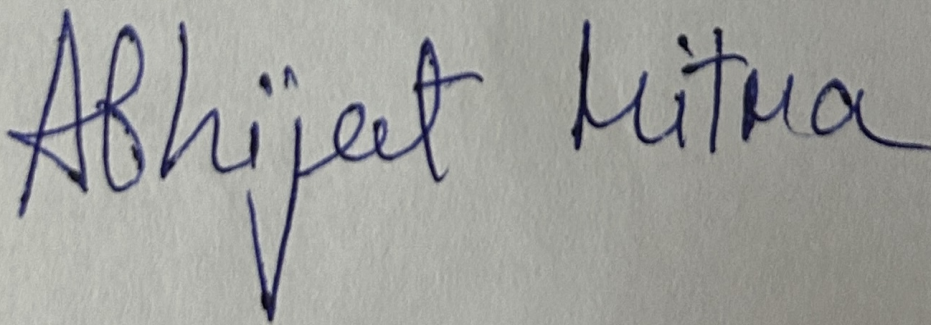
Employment (1)	
Employment Type	employed
Start Date	2023-11-03
End Date	2025-03-01

Declaration and Authorization

I hereby authorize GoldQuest Global HR Services Private Limited and its representative to verify information provided in my application for employment and this employee background verification form, and to conduct enquiries as may be necessary, at the company's discretion. I authorize all persons who may have information relevant to this enquiry to disclose it to GoldQuest Global HR Services Pvt Ltd or its representative. I release all persons from liability on account of such disclosure. I confirm that the above information is correct to the best of my knowledge. I agree that in the event of my obtaining employment, my probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of medical test and background verification check done by the company.

Name	N/A	Date	01-01-1970
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Attach Signature.



Documents (Mandatory)

Education	Employment	Government ID / Address Proof
Photocopy of degree certificate and final mark sheet of all examinations.	Photocopy of relieving / experience letter for each employer mentioned in the form.	Aadhaar Card / Bank Passbook / Passport Copy / Driving License / Voter ID.

NOTE: If you experience any issues or difficulties with submitting the form, please take screenshots of all pages, including attachments and error messages, and email them to onboarding@goldquestglobal.in. Additionally, you can reach out to us at onboarding@goldquestglobal.in.