

# Background Verification Form

Company name: AML Rightsource India Pvt Ltd 2FY25

Purpose of Application: NORMAL BGV(EMPLOYMENT)

## Applicant's CV

**SUMIT ROY**  
**BUSINESS DEVELOPMENT EXECUTIVE**  
15/5/11, Thakurtala Road, East Barisha, Kolkata - 700008  
9163619075 | [sroysumit699.sr@gmail.com](mailto:sroysumit699.sr@gmail.com)  
[linkedin.com/in/sumit-roy-101414149](https://linkedin.com/in/sumit-roy-101414149)



**PROFESSIONAL SUMMARY**  
Business development professional with experience in lead generation, client relationship management, and market analysis. Skilled in using CRM and Data Analysis tools to support sales pipelines and strengthen client engagement.

### CORE COMPETENCIES

Data Analysis | Reporting | Salesforce CRM Management | Executive Dashboards | Cross-functional Collaboration  
Stakeholder Engagement | KPI Development | Process Optimization | Marketing Insights  
Power BI & Excel Automation | SQL Querying | Customer Journey Mapping | SLA Compliance

### EDUCATION

**MBA in Marketing**  
Guru Nanak Dev Business School, Kolkata  
Graduated: April 2024 — Marks: 76%  
Focus: Market Research, Business Strategy, Data Analytics

**Bachelor of Commerce (Honours)**  
Calcutta University, Kolkata  
Graduated: June 2021 — Marks: 79%

### PROFESSIONAL EXPERIENCE

**TATA AIG – Channel Sales Manager | Kolkata**

June 2024 – October 2024

- Administered and validated 1,500+ Salesforce records monthly, ensuring 98% data accuracy across national sales operations.
- Generated 12+ customized dashboards and reports for business leaders, supporting strategic forecasting and decision-making.
- Delivered 2+ stakeholder briefings, detailing market trends and leadership vision, aiding in informed decision-making.
- Facilitated 100+ client communications weekly via Outlook, achieving 100% SLA resolution and minimizing escalations.
- Supported 3 internal audit projects, identifying 10+ process inefficiencies and contributing to a 15% improvement in response speed.
- Developed and standardized 5+ internal SOPs, expediting new hire onboarding and improving workflow clarity.

**Minu Fashions – Marketing and Sales Intern | Kolkata**

May 2023 – July 2023

- Executed detailed competitive benchmarking across 20+ brands, contributing to 3 refined market positioning strategies.
- Designed 5 storyboards and 10 prototypes for leadership review, helping drive consensus on marketing direction.
- Executed and interpreted data from 300+ user surveys to identify key customer sentiment and buying triggers.
- Maintained documentation across SharePoint and Teams, improving knowledge sharing and reducing internal dependencies by 30%.

**Viral Fission – Marketing Intern | Kolkata**

Nov 2021 – April 2022

- Cleaned, segmented, and enriched a CRM database of 5,000+ entries, improving targeting precision by 18%.
- Coordinated 15+ high-visibility brand activations, capturing 1,200+ real-time consumer insights for campaign refinement.
- Formulated 3 cross-team SOPs to optimize workflow and enhance intern productivity by 25%.
- Monitored over 20 project tasks using Microsoft Teams, ensuring timely collaboration and project execution.

### TECHNICAL SKILLS

- Microsoft Excel (PivotTables, Dashboards, Macros)
- Power BI (Data Modelling, DAX Measures, Drilldowns)
- SQL (Joins, Aggregation, Data Cleansing)
- Microsoft Outlook, SharePoint, Teams



OnlinePhotoScanner.com

## Personal Information

Full Name	SUMIT ROY
Former Name / Maiden Name	N/A
Mobile Number	9163619075
Father's Name	Sujit Roy
Spouse's Name	N/A
Date of Birth	06-12-1999
Age	26 years 0 months
Gender	male
Alternative Mobile Number	8910491662
Aadhar Card Number	6488-4256-2590
Aadhar Card Number	N/A
Pan Card Number	EMYPR6443E
Nationality	Indian
Marital Status	Single

## Permanent Address

House no	15/5/11
Street	Thakurtala Road
District	East Barisha
City	Kolkata
State	WB
Pincode	700008

## Current Address

House no	15/5/11
Street	Thakurtala Road
District	East Barisha
City	Kolkata
State	WB
Pincode	700008

## LATEST EMPLOYMENT 1

I am a Fresher and do not have any prior employment experience	
Name of the Employer:	Tata Aig
Job Location:	Kolkata
Employee ID:	3974401
Designation:	Associate Management Trainee
UAN Number:	102085654736
From Date:	03-06-2024
To Date:	30-09-2024
Name of the Reporting Manager:	
Manager's Contact No:	
Manager's Contact Email:	
Reasons for leaving:	The role turned out to be significantly different from what was discussed during hiring. The responsibilities were largely operational, whereas my background and long-term goals are in analytics and business-facing work. After giving it an honest effort, I decided it was better to step away early rather than stay in a role where I couldn't add real value.
HR Name:	
HR Contact No:	
HR Email ID:	Rupal1.Singh@tataaig.com
Last Salary Drawn:	43160
Position Type:	permanent
Current Status:	relieved_completed_fnf
Agency Name (if third party):	
Agency Details:	
Resignation Acceptance	1
Relieving Letter	1
Latest 3 months pay slip	1

## LATEST EMPLOYMENT 1

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Relieving Letter	1
Latest 3 months pay slip	1

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## EX EMPLOYMENT 2

If you do not remember, please write 'NA'.	NIL
I haven't done my EX-EMPLOYMENT-2	1
Name of the Employer:	
Job Location:	
Employee ID:	
Designation:	
UAN Number:	
From Date:	
To Date:	
Name of the Reporting Manager:	
Manager's Contact No:	
Manager's Contact Email:	
Reasons for leaving:	
HR Name:	
HR Contact No:	
HR Email ID:	hr@companyname.com
Last Salary Drawn:	
Position Type:	
Agency Details:	
Resignation Acceptance	
Relieving Letter	
Latest 3 months pay slip	
If you do not remember, please write 'NA'.	NIL
I haven't done my EX-EMPLOYMENT-2	1
Name of the Employer:	
Job Location:	
Employee ID:	
Designation:	
UAN Number:	
From Date:	
To Date:	
Name of the Reporting Manager:	

## EX EMPLOYMENT 2

Manager's Contact No:	
Manager's Contact Email:	
Reasons for leaving:	
HR Name:	
HR Contact No:	
HR Email ID:	hr@companyname.com
Last Salary Drawn:	
Position Type:	
Agency Details:	
Resignation Acceptance	
Relieving Letter	
Latest 3 months pay slip	

## PREVIOUS EMPLOYMENT 3

If you do not remember, please write 'NA'.	NIL
I haven't done my PREVIOUS EMPLOYMENT 3	1
Name of the Employer:	
Job Location:	
Employee ID:	
Designation:	
UAN Number:	
From Date:	
To Date:	
Name of the Reporting Manager:	
Manager's Contact No:	
Manager's Contact Email:	
Reasons for leaving:	
HR Name:	
HR Contact No:	
HR Email ID:	hr@companyname.com
Last Salary Drawn:	
Position Type:	
Agency Details:	
Resignation Acceptance	
Relieving Letter	
Latest 3 months pay slip	
If you do not remember, please write 'NA'.	NIL
I haven't done my PREVIOUS EMPLOYMENT 3	1
Name of the Employer:	
Job Location:	
Employee ID:	
Designation:	
UAN Number:	
From Date:	
To Date:	
Name of the Reporting Manager:	

## PREVIOUS EMPLOYMENT 3

Manager's Contact No:	
Manager's Contact Email:	
Reasons for leaving:	
HR Name:	
HR Contact No:	
HR Email ID:	hr@companyname.com
Last Salary Drawn:	
Position Type:	
Agency Details:	
Resignation Acceptance	
Relieving Letter	
Latest 3 months pay slip	

## PREVIOUS EMPLOYMENT 4

If you do not remember, please write 'NA'.	NIL
I haven't done my PREVIOUS EMPLOYMENT 4	1
Name of the Employer:	
Job Location:	
Employee ID:	
Designation:	
UAN Number:	
From Date:	
To Date:	
Name of the Reporting Manager:	
Manager's Contact No:	
Manager's Contact Email:	
Reasons for leaving:	
HR Name:	
HR Contact No:	
HR Email ID:	hr@companyname.com
Last Salary Drawn:	
Position Type:	
Agency Details:	
Resignation Acceptance	
Relieving Letter	
Latest 3 months pay slip	
If you do not remember, please write 'NA'.	NIL
I haven't done my PREVIOUS EMPLOYMENT 4	1
Name of the Employer:	
Job Location:	
Employee ID:	
Designation:	
UAN Number:	
From Date:	
To Date:	
Name of the Reporting Manager:	

## PREVIOUS EMPLOYMENT 4

Manager's Contact No:	
Manager's Contact Email:	
Reasons for leaving:	
HR Name:	
HR Contact No:	
HR Email ID:	hr@companyname.com
Last Salary Drawn:	
Position Type:	
Agency Details:	
Resignation Acceptance	
Relieving Letter	
Latest 3 months pay slip	

## PREVIOUS EMPLOYMENT 5

If you do not remember, please write 'NA'.	NIL
I haven't done my PREVIOUS EMPLOYMENT 5	1
Name of the Employer:	
Job Location:	
Employee ID:	
Designation:	
UAN Number:	
From Date:	
To Date:	
Name of the Reporting Manager:	
Manager's Contact No:	
Manager's Contact Email:	
Reasons for leaving:	
HR Name:	
HR Contact No:	
HR Email ID:	hr@companyname.com
Last Salary Drawn:	
Position Type:	
Agency Details:	
Resignation Acceptance	
Relieving Letter	
Latest 3 months pay slip	
If you do not remember, please write 'NA'.	NIL
I haven't done my PREVIOUS EMPLOYMENT 5	1
Name of the Employer:	
Job Location:	
Employee ID:	
Designation:	
UAN Number:	
From Date:	
To Date:	
Name of the Reporting Manager:	

## PREVIOUS EMPLOYMENT 5

Manager's Contact No:	
Manager's Contact Email:	
Reasons for leaving:	
HR Name:	
HR Contact No:	
HR Email ID:	hr@companyname.com
Last Salary Drawn:	
Position Type:	
Agency Details:	
Resignation Acceptance	
Relieving Letter	
Latest 3 months pay slip	

## POST GRADUATION

I haven't done my Post Graduation	
College Name:	Globsyn Business School
College Location:	Kolkata
University Name:	All India Council for Technical Education
Major / Specialisation	Marketing
Course / Qualification:	Post Graduate Diploma in Management
Part Time/ Full Time:	full_time
Roll Number / Register Number:	30112060
From (Approx):	16-08-2022
To (Approx):	15-04-2024
Current State:	completed
Marksheet	1
Provisional Certificate / Diploma / Other Certificates	
Degree Certificate	
I haven't done my Post Graduation	
College Name:	Globsyn Business School
College Location:	Kolkata
University Name:	All India Council for Technical Education
Major / Specialisation	Marketing
Course / Qualification:	Post Graduate Diploma in Management
Part Time/ Full Time:	full_time
Roll Number / Register Number:	30112060
From (Approx):	16-08-2022
To (Approx):	15-04-2024
Current State:	completed
Marksheet	1
Provisional Certificate / Diploma / Other Certificates	
Degree Certificate	

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## GRADUATION

I haven't done my Graduation	
College Name:	Vivekananda College , Thakurpukur
College Location:	Kolkata
University Name:	Calcutta University
Major / Specialisation	Accountancy
Course / Qualification:	B.COM(H)
Part Time/ Full Time:	full_time
Roll Number / Register Number:	181544-21-0194
From:	04-06-2018
To:	05-07-2021
Marksheet	1
Provisional Certificate / Diploma / Other Certificates	
Degree Certificate	
I haven't done my Graduation	
College Name:	Vivekananda College , Thakurpukur
College Location:	Kolkata
University Name:	Calcutta University
Major / Specialisation	Accountancy
Course / Qualification:	B.COM(H)
Part Time/ Full Time:	full_time
Roll Number / Register Number:	181544-21-0194
From:	04-06-2018
To:	05-07-2021
Marksheet	1
Provisional Certificate / Diploma / Other Certificates	
Degree Certificate	

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## 12TH STANDARD

I haven't done my 12th Standard	
School Name/College Name:	Orient Day School
School Location:	Kolkata
Board Name/University Name:	Indian School Certificate
Major Subjects	Commerce
Course / Qualification:	Senior Secondary
Part Time/ Full Time:	full_time
Roll Number / Register Number:	6264455
From:	10-04-2017
To:	14-05-2018
Marksheet	1
I haven't done my 12th Standard	
School Name/College Name:	Orient Day School
School Location:	Kolkata
Board Name/University Name:	Indian School Certificate
Major Subjects	Commerce
Course / Qualification:	Senior Secondary
Part Time/ Full Time:	full_time
Roll Number / Register Number:	6264455
From:	10-04-2017
To:	14-05-2018
Marksheet	1

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## 10TH STANDARD

I haven't done my 10TH Standard	
School Name/College Name:	National Gems Higher Secondary School
School Location:	Kolkata
Board Name/University Name:	Indian Certificate of Secondary Education
Major Subjects	Computer
Course / Qualification:	Secondary
Part Time/ Full Time:	full_time
Roll Number / Register Number:	6264455
From:	06-04-2015
To:	21-03-2016
Marksheet	1
I haven't done my 10TH Standard	
School Name/College Name:	National Gems Higher Secondary School
School Location:	Kolkata
Board Name/University Name:	Indian Certificate of Secondary Education
Major Subjects	Computer
Course / Qualification:	Secondary
Part Time/ Full Time:	full_time
Roll Number / Register Number:	6264455
From:	06-04-2015
To:	21-03-2016
Marksheet	1

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## POST GRADUATION

University / Institute Name	Globsyn Business School
Course	Post Graduation Diploma in Management
Specialization Major	Marketing
Start Date	2022-08-16
End Date	2024-04-15
Gap Status	1 years and 1 months

## GRADUATION

University / Institute Name	Calcutta University
Course	Bachelors of Commerce (Hons)
Specialization Major	Accountancy
Start Date	2018-06-04
End Date	2021-07-05
Gap Status	0 years and 3 months

## SENIOR SECONDARY

School Name	Orient Day School
Start Date	2017-04-03

## SECONDARY

School Name	National Gems Higher Secondary School
Start Date	2015-04-06
End Date	2016-03-21

## Employment Details

Years of Experience	0.4
No of Employment	1

## Employment (1)

Employment Type	employed
Start Date	2024-06-03
End Date	2024-09-30

## Declaration & Authorization

I hereby authorize GoldQuest Global HR Services Pvt Ltd 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.

Sumit Roy	<a href="#" style="color: red;">Click to view attached document</a>	23-12-2025
<b>Full name of the candidate</b>	<b>Signature</b>	<b>Date of form filled</b>

## 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](mailto:onboarding@goldquestglobal.in). Additionally, you can reach out to us at [onboarding@goldquestglobal.in](mailto:onboarding@goldquestglobal.in).