

# Background Verification Form

Company name: AML Rightsource India Pvt Ltd 2FY25

Purpose of Application: NORMAL BGV(EMPLOYMENT)

## Applicant's CV



**PUJA BASU**

+91-8697763543 - Kolkata, India - pujabasu9592@gmail.com



### OBJECTIVE

Analyst fresher with hands-on experience in building interactive dashboards, automating data workflows, and maintaining high data quality and accuracy. Proficient in Business Analysis, Data Visualization, Data Cleaning. Strong ability to analyze business processes, generate actionable insights, and support data-driven decision making. Passionate about optimizing business performance and solve complex problems.

### EDUCATION

**PGP + MBA (Business Analytics & Data Science)**, Bengal Institute of Business Studies 2024 - Present  
**Bachelor of Computer Applications (BCA)**, Pailan College of Management & Technology 2016  
**ISC - Science (PCVIB)**, St. Thomas' Girl's School 2013  
**ICSE**, St. Paul's Boarding & Day School 2011

### SKILLS

**Technical Tools** Excel, Power BI, Looker Studio, MySQL  
**Programming** SQL, Python  
**Data Analysis** Data Cleaning, Data Validation, ETL, Dashboarding, Data Visualization  
**Soft Skills** Communication, Critical Thinking, Problem Solving

### PROJECTS

**Risk Analytics in Lending** Built a predictive pricing and risk analysis model detect pricing inefficiencies and forecast optimal pricing strategies.  
**HR Analytics & Workforce Insights Dashboard** Created a Power BI dashboard analyzing employee attrition, salary distribution, tenure, and demographics using data modelling and DAX to provide workforce risk insights.

### EXPERIENCE

**Data Analyst Intern** Shiksha Educational Advisory Solutions July 2025 - Dec 2025 Greater Kolkata  
- Analyzed large transactional and operational datasets to identify anomalies, trends, and performance indicators supporting business decision-making.  
- Built automated dashboards and reports using Power BI, Looker Studio, Excel, and Google Sheets to monitor KPIs and operational metrics, improving reporting efficiency.  
- Performed data extraction, transformation, and validation processes across multiple sources ensuring high data accuracy and integrity. Conducted exploratory data analysis on 17,000+ records to identify unusual patterns and performance gaps across enrollment pipelines.  
**Business Development Officer** The Royal Construction (TRC) June 2018 - June 2024 Kolkata  
- Validated and managed large volumes of customer and project data ensuring compliance with internal data quality standards. Conducted root-cause analysis on operational delays and inefficiencies, improving workflow.  
- Developed structured reports and dashboards for management to monitor project progress, risks, and operational KPIs.  
- Designed standardized operating procedures and quality scoring mechanisms to ensure accurate performance monitoring.

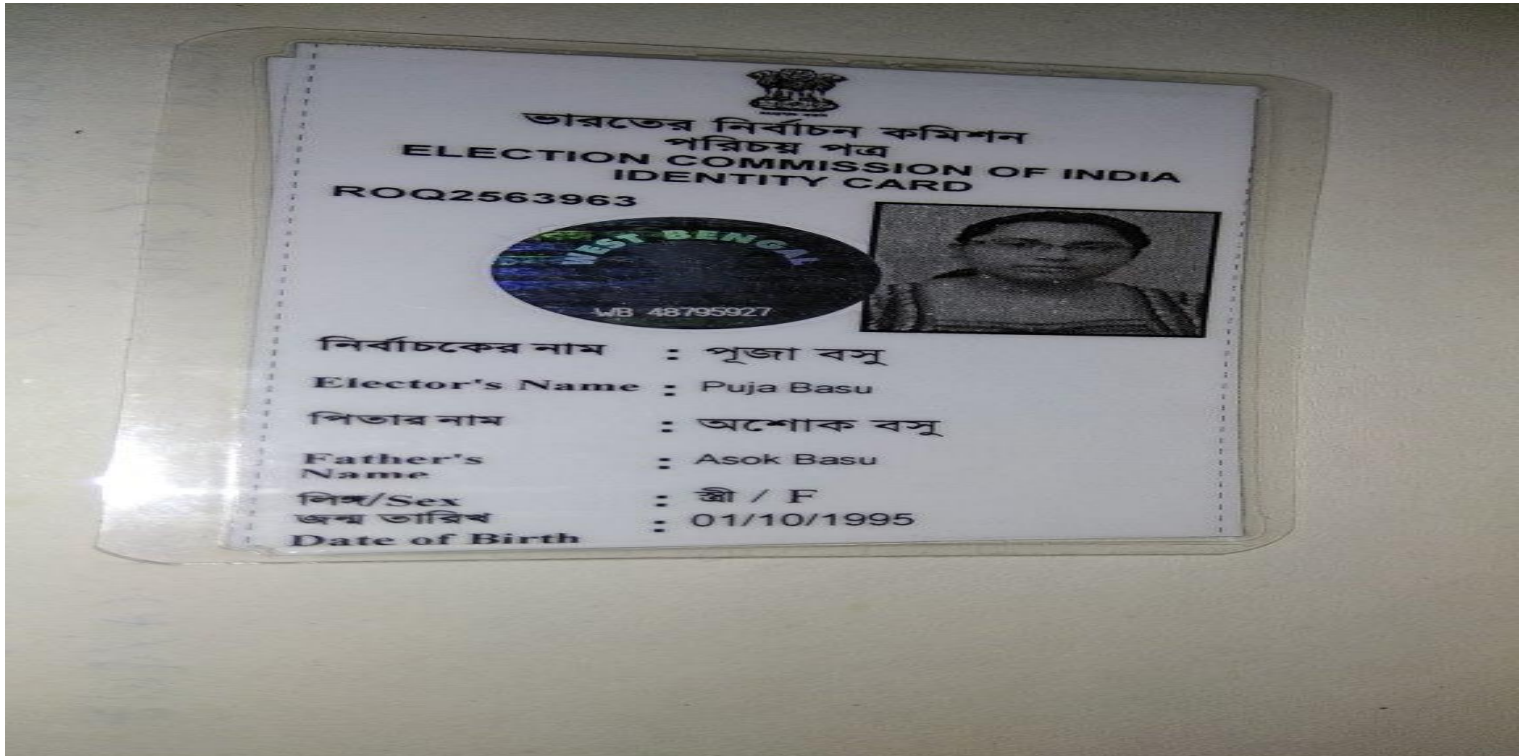
### CERTIFICATIONS

- Machine Learning with Python - IIT Kanpur
- SQL and Relational Databases - IBM
- Business Analytics and Data Science - IBM

### ACHIEVEMENTS

- Theme Day Winner (Presentation) - BIBS
- Top 50 Finalist - Passport Event (Group Discussion) - BIBS

Govt ID #1



## Personal Information

Full Name	Puja Basu
Former Name / Maiden Name	N/A
Mobile Number	8697763543
Father's Name	Asok Basu
Spouse's Name	N/A
Date of Birth	01-10-1995
Age	30 years 6 months
Gender	female
Alternative Mobile Number	9432294327
Aadhar Card Number	631150316099
Aadhar Card Number	N/A
Pan Card Number	AYLPB0522H
Nationality	Indian
Marital Status	Single

## Permanent Address

House no	124
Street	Satin Sen Pally, Sarsuna
District	N/A
City	Kolkata
State	WB
Pincode	700061

## Current Address

House no	124
Street	Satin Sen Pally, Sarsuna
District	N/A
City	Kolkata
State	WB
Pincode	700061

## LATEST EMPLOYMENT 1

I am a Fresher and do not have any prior employment experience	
Name of the Employer:	The Royal Construction
Job Location:	Kolkata
Employee ID:	NA
Designation:	Business Development Officer
UAN Number:	102316216934
From Date:	04-06-2018
To Date:	29-06-2024
Name of the Reporting Manager:	OWNER- Sudhir Kr Das
Manager's Contact No:	9874837438
Manager's Contact Email:	
Reasons for leaving:	Pursue Higher Studies - MBA
HR Name:	OWNER- Sudhir Kr Das
HR Contact No:	9874837438
HR Email ID:	the.royalcons@gmail.com
Last Salary Drawn:	15000
Position Type:	permanent
Current Status:	relieved_completed_fnf
Agency Name (if third party):	
Agency Details:	
Resignation Acceptance	
Relieving Letter	1
Latest 3 months pay slip	
I am a Fresher and do not have any prior employment experience	
Name of the Employer:	The Royal Construction
Job Location:	Kolkata
Employee ID:	NA
Designation:	Business Development Officer
UAN Number:	102316216934
From Date:	04-06-2018
To Date:	29-06-2024
Name of the Reporting Manager:	OWNER- Sudhir Kr Das

## LATEST EMPLOYMENT 1

Manager's Contact No:	9874837438
Manager's Contact Email:	
Reasons for leaving:	Pursue Higher Studies - MBA
HR Name:	OWNER- Sudhir Kr Das
HR Contact No:	9874837438
HR Email ID:	the.royalcons@gmail.com
Last Salary Drawn:	15000
Position Type:	permanent
Current Status:	relieved_completed_fnf
Agency Name (if third party):	
Agency Details:	
Resignation Acceptance	
Relieving Letter	1
Latest 3 months pay slip	



# THE ROYAL CONSTRUCTION

Mob. : 98748 37438  
☎ : 2448-4704

GOVT. & PRIVATE CONTRACTOR, BUILDING MATERIALS  
AND GENERAL ORDER SUPPLIERS  
17/1A, CHETLA ROAD, KOLKATA-700 027

Ref. : TRC/L/25/24-25

Date : 25.10.2024

## Experience & Relieving Certificate

This is to certify that **Ms. Puja Basu** worked with us as a Business Development Officer in our Technical Division from 4th June 2018 to 29<sup>th</sup> June 2024.

During this period, she contributed significantly well in delivering her duties. We found her highly result oriented and efficient. Throughout the tenure, she demonstrated exceptional dedication, enthusiasm, and a strong commitment to learning and contributing to our team. The work carried out by her was of high quality, and she successfully completed all assigned tasks and projects. She approached challenges with a positive attitude and a willingness to learn, adapting quickly to new tasks and responsibilities.

She was relieved from her official duties on 29<sup>th</sup> June 2024 after completion of office hours.

We wish her all the best for her entire future endeavour.

Thanks and regards,

For The Royal Construction,


Mr. Sudhir Kumar Das

Proprietor

## 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:	Bengal Institute Of Business Studies
College Location:	Kolkata
University Name:	Vidyasagar University
Major / Specialisation	Business Analytics and Data Science
Course / Qualification:	MBA
Part Time/ Full Time:	full_time
Roll Number / Register Number:	ROLL: VU/PG/503/24/09/04-IIIS NO: 0219 (3rd semester) REGISTRATION NO: VP245031860 of 2024-2025
From (Approx):	05-08-2024
To (Approx):	
Current State:	pursuing
Marksheet	1
Provisional Certificate / Diploma / Other Certificates	
Degree Certificate	
I haven't done my Post Graduation	
College Name:	Bengal Institute Of Business Studies
College Location:	Kolkata
University Name:	Vidyasagar University
Major / Specialisation	Business Analytics and Data Science
Course / Qualification:	MBA
Part Time/ Full Time:	full_time
Roll Number / Register Number:	ROLL: VU/PG/503/24/09/04-IIIS NO: 0219 (3rd semester) REGISTRATION NO: VP245031860 of 2024-2025
From (Approx):	05-08-2024
To (Approx):	
Current State:	pursuing
Marksheet	1
Provisional Certificate / Diploma / Other Certificates	
Degree Certificate	

# VIDYASAGAR UNIVERSITY



MBA/IIIS/25/216

BENGAL INSTITUTE OF BUSINESS STUDIES (BIBS)  
MBA 3RD SEMESTER EXAMINATION 2025  
IN  
MASTER OF BUSINESS ADMINISTRATION

The following is the statement of marks and grades obtained by PUJA B. ASU  
Roll VU/PG/503/24/09/04-IIIS No 0219 Registration No VP245031860 of 2024-2025 in MBA 3RD SEMESTER EXAMINATION 2025

COURSE NO	COURSE TITLE	FULL MARKS		QF MARKS	MARKS OBTAINED					LETTER GRADE	GRADE POINTS	CREDIT	CREDIT POINTS	
		TH & IA	PR / VIVA		IA	TH	PR	VIVA	TOTAL					
MBA 301	Entrepreneurship Development	100		30	19	47				66	B+	7	4	28
MBA 302	Business Plan Development and Presentation		100	30				80		80	A+	9	4	36
MBA307A	MINOR SPECILISATION : MARKETING Sales and Distribution Management	100		30	17	68				85	A+	9	4	36
MBA 307B	MINOR SPECILISATION : MARKETING Service Marketing	100		30	18	60				78	A	8	4	32
MBA 309A	MAJOR SPECILISATION : BUSINESS ANALYTICS AND DATA SCIENCE Fundamentals of Data Analytics	100		30	17	53				70	A	8	4	32
MBA 309B	MAJOR SPECILISATION : BUSINESS ANALYTICS AND DATA SCIENCE Data Science using R	100		30	19	57				76	A	8	4	32
MBA 309C	MAJOR SPECILISATION : BUSINESS ANALYTICS AND DATA SCIENCE Business Forecasting using IT and ITES	100		30	17	55				72	A	8	4	32
MBA 309D	MAJOR SPECILISATION : BUSINESS ANALYTICS AND DATA SCIENCE Data Visualization for Managers	100		30	19	63				82	A+	9	4	36
TOTAL MARKS OBTAINED (IF PASSED) Six Hundred Nine									609 / 800				32	264
3RD SEMESTER SGPA				RESULT		REMARKS								
8.25				SQ		QUALIFIED FOR 4TH SEMESTER EXAMINATION.								

Date of Publication of Result : 10-Feb-2026

TH : Theory, IA : Internal Assessment, PR : Practical, QF : Qualifying, SQ : Semester Qualified, XS : Supplementary, X : Failed

*Sulakshana Sengupta*

Chairman-Examination Cell  
Bengal Institute of Business Studies (BIBS)

*HG*  
Prepared By  
(Vide Reverse)

*Tanujit Saha*

Controller of Examinations  
Vidyasagar University

## GRADUATION

I haven't done my Graduation	
College Name:	Pailan College of Management and Technology
College Location:	Kolkata
University Name:	MAKAUT
Major / Specialisation	Computer Applications
Course / Qualification:	BCA
Part Time/ Full Time:	full_time
Roll Number / Register Number:	REGISTRATION NO: 131561010017 of 2013-2014
From:	01-08-2013
To:	31-08-2016
Marksheet	
Provisional Certificate / Diploma / Other Certificates	
Degree Certificate	1
I haven't done my Graduation	
College Name:	Pailan College of Management and Technology
College Location:	Kolkata
University Name:	MAKAUT
Major / Specialisation	Computer Applications
Course / Qualification:	BCA
Part Time/ Full Time:	full_time
Roll Number / Register Number:	REGISTRATION NO: 131561010017 of 2013-2014
From:	01-08-2013
To:	31-08-2016
Marksheet	
Provisional Certificate / Diploma / Other Certificates	
Degree Certificate	1

15601213017-62851

MAULANA ABUL KALAM AZAD  
UNIVERSITY OF TECHNOLOGY,  
WEST BENGAL

16129808



**MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL**  
(Formerly known as West Bengal University of Technology)

*Certified that*

**PUJA BASU**

bearing Regn. No. : 131561010017 of 2013-2014  
*having fulfilled all the requirements has been admitted to  
the Degree of*

**Bachelor of Computer Application (H)**

*of this University and that the degree was conferred on him/her  
with all the Rights and privileges thereto. In witness whereof the  
Signature of the Vice-Chancellor of Maulana Abul Kalam  
Azad University of Technology, West Bengal is hereunto affixed.*

**DGPA : 8.43**

**(Degree Grade Point Average)**

**Year of passing : 2016**



*Dated : 3rd May 2017*

*Saital Maitra*

*Vice-Chancellor*

## 12TH STANDARD

I haven't done my 12th Standard	
School Name/College Name:	ST. THOMAS' GIRLS' SCHOOL
School Location:	Kolkata
Board Name/University Name:	ISC- CISCE
Major Subjects	Phycis, Chemistry, Maths, Biology, English, Bengali
Course / Qualification:	ISC
Part Time/ Full Time:	full_time
Roll Number / Register Number:	INDEX NO: B/9302/010 REGISTRATION NO: B/WB029/010/13
From:	02-04-2012
To:	25-01-2013
Marksheet	1
I haven't done my 12th Standard	
School Name/College Name:	ST. THOMAS' GIRLS' SCHOOL
School Location:	Kolkata
Board Name/University Name:	ISC- CISCE
Major Subjects	Phycis, Chemistry, Maths, Biology, English, Bengali
Course / Qualification:	ISC
Part Time/ Full Time:	full_time
Roll Number / Register Number:	INDEX NO: B/9302/010 REGISTRATION NO: B/WB029/010/13
From:	02-04-2012
To:	25-01-2013
Marksheet	1

COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS, NEW DELHI  
INDIAN SCHOOL CERTIFICATE EXAMINATION 2013

No. BQ 90021937



STATEMENT OF MARKS

Name PUJA BASU  
of ST. THOMAS' GIRLS' SCHOOL, KOLKATA  
Index Number B/9302/010  
Daughter of  
Smt NAMITA BASU  
Shri ASOK BASU



**SUBJECTS**

**External Examination**

ENGLISH  
BENGALI  
MATHEMATICS  
PHYSICS  
CHEMISTRY  
BIOLOGY

**Percentage Marks**

80 EIGHT ZERO  
83 EIGHT THREE  
69 SIX NINE  
46 FOUR SIX  
66 SIX SIX  
66 SIX SIX

**Internal Assessment**

SUPW & COMMUNITY SERVICE

**Grade**

B

RESULT - PASS CERTIFICATE AWARDED

Note : 1. The pass mark for each subject is 40%  
2. No divisions are awarded.

Chief Executive & Secretary

(See Overleaf)

## 10TH STANDARD

I haven't done my 10TH Standard	
School Name/College Name:	ST. PAUL'S BOARDING & DAY SCHOOL
School Location:	Kolkata
Board Name/University Name:	ICSE- CISCE
Major Subjects	Physics, Mathematics, Biology, History, Geography, English, Environmental Education, Home Science
Course / Qualification:	ICSE
Part Time/ Full Time:	full_time
Roll Number / Register Number:	INDEX NO: T/2498/014 REGISTRATION NO: T/WB034/014/11
From:	01-04-2010
To:	21-01-2011
Marksheet	1
I haven't done my 10TH Standard	
School Name/College Name:	ST. PAUL'S BOARDING & DAY SCHOOL
School Location:	Kolkata
Board Name/University Name:	ICSE- CISCE
Major Subjects	Physics, Mathematics, Biology, History, Geography, English, Environmental Education, Home Science
Course / Qualification:	ICSE
Part Time/ Full Time:	full_time
Roll Number / Register Number:	INDEX NO: T/2498/014 REGISTRATION NO: T/WB034/014/11
From:	01-04-2010
To:	21-01-2011
Marksheet	1

**COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS, NEW DELHI**  
**INDIAN CERTIFICATE OF SECONDARY EDUCATION EXAMINATION 2011**

No. TZ 60117961



**STATEMENT OF MARKS**

Name PUJA BASU  
of ST. PAUL'S BOARDING & DAY SCHOOL, KOLKATA  
Index Number T/2498/014  
Daughter of  
Smt NAMITA BASU  
Shri ASOK BASU



**SUBJECTS**

**External Examination**

ENGLISH  
BENGALI  
ENVIRONMENTAL EDUCATION  
HISTORY, CIVICS & GEOGRAPHY (HCS-B, GEO-B)  
MATHEMATICS  
SCIENCE (PHY-C, CHE-C, BIO-B)  
HOME SCIENCE

**Percentage Marks**

69 SIX NINE  
76 SEVEN SIX  
90 NINE ZERO  
88 EIGHT EIGHT  
86 EIGHT SIX  
69 SIX NINE  
80 EIGHT ZERO

**Internal Assessment**

SUPW & COMMUNITY SERVICE

**Grade**

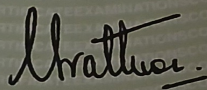
B

Date of birth as certified by the Head of the School at the time of registration (in words) First October Nineteen Hundred Ninety Five  
(in figures) 01.10.1995

**RESULT - PASS CERTIFICATE AWARDED**

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

(See Overleaf)

  
Additional Secretary and  
Officiating Chief Executive & Secretary

## Employment Deails

Years of Experience	
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## Employment Deails

No of Employment	0
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## 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.

Puja Basu		15-04-2026
<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).