

# Background Verification Form

Company name: AML Rightsource India Pvt Ltd - AMRSN 2025 Purpose of Application: NORMAL BGV(EMPLOYMENT)

## Applicant's CV

**Bhavya Kohli**

+91 9354364699 | bhavyak027@gmail.com | [LinkedIn](#)

### PROFESSIONAL SUMMARY

- Results-driven professional with 2+ of years of experience in operations, research and data management.
- Proven ability to deliver high-quality results under tight deadlines...

### EDUCATION

B.COM (PROG.)	Sri Guru Nanak Dev Khalsa College, Delhi University	7.9 CGPA	2019-22
12th Commerce	Dewan Public School	90.00 %	2018-19
Class 10th	Dewan Public School	8.2 CGPA	2016-17

### WORK EXPERIENCE

#### Value Research

##### Operations Associate

- Oversee daily web operations, ensuring the accurate and timely publication of 100+ articles and 15+ podcasts on stocks, mutual funds, and market trends.
- Manage the end-to-end execution of newsletters mailers for premium subscribers, ensuring timely scheduling, accurate content, and enhance user engagement.
- Collaborate with 5+ cross-functional teams to ensure seamless execution of daily operations and process updates.
- Set up, launch, and monitor ad campaigns running across various platforms (websites, mobile apps, social media).
- Generate regular reports on ad campaign performance, including impressions, clicks and conversions metrics.
- Managed web content and ad campaigns in adherence to operational standards, resulting in a 10% increase in website traffic.
- Compile detailed performance reports on content uploaded across social media platforms, providing insights about user engagement trends using google analytics.

February 2024 – Present

#### Kite College

##### Administration Associate

- Streamlined administrative functions, handling 50+ student inquiries and providing accurate information.
- Enhanced the admission process by managing document collection and verification, and full compliance with institutional standards.
- Streamlined access to data for staff, enhancing operational efficiency.

September 2023 – February 2024

#### SGTC Transport Company

##### Finance & Operations Associate

- Prepared and managed invoices and receipts, ensuring accurate financial documentation and timely submission for seamless operations.
- Facilitated operational support, coordinating with logistics teams to ensure on-time delivery of shipments and resolving client's queries.

September 2022 – August 2023

### CERTIFICATIONS

- Financial Modelling & Valuation Course
- Course of understanding financial markets
- E- Nexia (Udyamita E-cell) quiz competition

February 2024

July 2020

September 2019

### SKILLS

- Content Management
- Process optimization
- Technical skills (Google analytics, html, excel)
- Data Analysis

Govt ID #1

आयकर विभाग  
INCOME TAX DEPARTMENT

  
सत्यमेव जयते

भारत सरकार  
GOVT. OF INDIA



स्थायी लेखा संख्या कार्ड  
Permanent Account Number Card

HZRPK9885A

नाम / Name  
BHAVYA KOHLI

पिता का नाम / Father's Name  
PRASANT KOHLI

जन्म की तारीख /  
Date of Birth  
05/10/2000



30012019



हस्ताक्षर / Signature

## Personal Information

Full Name	Bhavya Kohli
Former Name / Maiden Name	N/A
Mobile Number	9354364699
Father's Name	Prashant Kohli
Spouse's Name	N/A
Date of Birth	05-10-2000
Age	24 years 6 months
Gender	male
Alternative Mobile Number	9997751111
Aadhar Card Number	N/A
Aadhar Card Number	N/A
Pan Card Number	N/A
Nationality	Indian
Marital Status	Single

## Permanent Address

House no	B block, G-02, Devshree Heights
Street	Meerut
District	Meerut
City	Meerut
State	Uttar Pradesh
Pincode	250002

## Current Address

House no	B block, G-02, Devshree Heights
Street	Meerut
District	Meerut
City	Meerut
State	Uttar Pradesh
Pincode	250002

## LATEST EMPLOYMENT 1

I am a Fresher and do not have any prior employment experience	
Name of the Employer:	Value Research
Job Location:	Noida
Employee ID:	VR0187
Designation:	Operations Associate
UAN Number:	
From Date:	26-02-2024
To Date:	30-04-2025
Name of the Reporting Manager:	Karthik Anand Vijay
Manager's Contact No:	
Manager's Contact Email:	
Reasons for leaving:	Looking for more challenging role and working with a reputed company
HR Name:	
HR Contact No:	
HR Email ID:	Hr@valueresearch.in
Last Salary Drawn:	27083
Position Type:	permanent
Agency Details:	
Resignation Acceptance	
Relieving Letter	1
Latest 3 months pay slip	



Date: 30 Apr 2025

TO WHOMSOEVER IT MAY CONCERN

Sub: Relieving Letter

This is in reference to the resignation letter you have submitted wherein you requested to be relieved from your services on **30 Apr 2025**. We are writing to inform you that your resignation has been accepted. You are relieved from your position of **Operations Associate** with Value Research (India) Pvt Ltd post serving notice period with effect from **16 Apr 2025**.

Your full and final settlement would be credited to the account on 1st of the next month.

We thank you for the services you have rendered for Value Research and wish you a successful career and life ahead.

Best Wishes  
For Value Research (India) Private Limited

A handwritten signature in black ink that reads "Charul".

Charul Sharma  
Vice President

## EX EMPLOYMENT 2

I haven't done my EX-EMPLOYMENT-2	
Name of the Employer:	Kite Collge
Job Location:	Meerut
Employee ID:	N/A
Designation:	Administration Associate
UAN Number:	N/A
From Date:	04-09-2023
To Date:	23-02-2024
Name of the Reporting Manager:	Aakash Chabaque
Manager's Contact No:	
Manager's Contact Email:	
Reasons for leaving:	I was relocating as there were limited opportunities in meerut
HR Name:	
HR Contact No:	
HR Email ID:	N/A
Last Salary Drawn:	10000
Position Type:	Permanent
Agency Details:	
Resignation Acceptance	
Relieving Letter	1
Latest 3 months pay slip	





## KITE - GROUP OF INSTITUTIONS

Governed by : Kishan Education Society

(ISO 9001 : 2008 Certified)

www.kitegroup.edu.in

More than a decade of experience in providing Professional & Technical Education

NH-58, Opp. Sushant City main gate, Partapur Bypass, Meerut (UP) -250 002

email: director@kitegroup.edu.in, registrar@kitegroup.edu.in

Dated: 23/02/2024

### Relieving Letter

Dear Mr. Bhavya Kohli,

This has reference to your resignation letter dated 20.02.2024 In this regard we would like to inform you that your resignation has been accepted by the management and you will be relieved from your duties from today i.e. 23.02.2024 evening at the close of duty hours.

You are advised to collect your full and final dues from the Accounts department after submitting the necessary No Dues Certificate duly signed by a concerned.

Yours Sincerely,

For KITE Group of Institutions  
(Dr. Aakash Chabaque)

Director of Institutions  
School of Engineering & Technology (MCA)

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:	Sri Guru Nanak Dev Khalsa College
College Location:	Delhi
University Name:	Delhi University
Major / Specialisation	Commerce
Course / Qualification:	Degree
Part Time/ Full Time:	full_time
Roll Number / Register Number:	19069503005
From:	10-06-2019
To:	19-07-2022
Marksheet	
Provisional Certificate / Diploma / Other Certificates	
Degree Certificate	1

नामांकन संख्या

Enrol No. 19SGNDBCOM000007

अनुक्रमिक

Roll No. 19069503005



# University of Delhi

वाणिज्य-स्नातक \* Bachelor of Commerce

प्रमाणित किया जाता है कि सन् 2022 में परीक्षा के उपरांत  
वाणिज्य-स्नातक की उपाधि के योग्य सिद्ध होने पर

भव्य कोहली सुपुत्र प्रशांत कोहली

को 2023 के दीक्षांत-समारोह में उक्त उपाधि प्रदान की गई ।

श्रेणी : प्रथम

This is to certify that having been examined in 2022 and found qualified  
for the degree of Bachelor of Commerce

Bhavya Kohli S/o Prashant Kohli

was awarded the said degree at the Convocation held in 2023.

Division : First

*Yites Gupta*

कुलसचिव

दिल्ली विश्वविद्यालय

Registrar

University of Delhi



दिल्ली, दिनांक 25 फरवरी, 2023

Delhi, Dated the 25th February, 2023



*62 17*

कुलपति

दिल्ली विश्वविद्यालय

Vice Chancellor

University of Delhi

986945

## 12TH STANDARD

I haven't done my 12th Standard	
School Name/College Name:	Dewan Public School
School Location:	Meerut
Board Name/University Name:	CBSE
Major Subjects	Commerce
Course / Qualification:	12th marksheet
Part Time/ Full Time:	full_time
Roll Number / Register Number:	5897343
From:	02-04-2018
To:	29-03-2019
Marksheet	1

0673854

रजि. नं. U219/08570/0398  
Regn.No.

केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION  
अंक विवरणिका  
MARKS STATEMENT

ALL INDIA SENIOR SCHOOL CERTIFICATE EXAMINATION, 2019

परीक्षार्थी का नाम Name of Candidate BHAVYA KOHLI

अनुक्रमांक Roll No. 5897343

माता का नाम Mother's Name MANISHA KOHLI

पिता/संरक्षक का नाम Father's/Guardian's Name PRASHANT KOHLI

विद्यालय School 08870-DEWAN PUB SCHOOL WESTEND ROAD MEERUT CANTT UP

विषय कोड SUB CODE	विषय SUBJECT	प्राप्त अंक MARKS OBTAINED				स्थितिगत ग्रेड POSITIONAL GRADE
		लिखित THEORY	प्रायोगिक PRACTICAL	योग TOTAL	योग शब्दों में TOTAL IN WORDS	
301	ENGLISH CORE	089	XXX	089	EIGHTY NINE	A2
054	BUSINESS STUDIES	069	020	089	EIGHTY NINE	A2
055	ACCOUNTANCY	075	020	095	NINETY FIVE	A1
030	ECONOMICS	074	020	094	NINETY FOUR	A2
066	ENTREPRENEURSHIP	052	030	082	EIGHTY TWO	B1
500	WORK EXPERIENCE					A1
502	HEALTH & PHY. EDUCATION					A1
503	GENERAL STUDIES					A1

संक्षिप्तियों का अर्थ : Abbreviations

AB : अनुपस्थित Absent

FP : प्रायोगिक में असफल Fail in Practical

FT : लिखित में असफल Fail in Theory

परिणाम Result PASS

परीक्षा नियंत्रक  
Controller of Examinations

दिल्ली Delhi

02-05-2019

दिनांक Dated :



## PROFESSIONAL REFERENCE 1

Name of the Person:	Abhinav Goel
Designation:	Equity Analyst
Contact No:	7678153011
Email ID:	
Name of the Organisation:	Value Research

## PROFESSIONAL REFERENCE 2

Name of the Person:	Siddhant Madhav Joshi
Designation:	Mutual Fund Analyst
Contact No:	8826718016
Email ID:	
Name of the Organisation:	Value Research

## GRADUATION

University / Institute Name	Delhi University
Course	B.com(prog)
Specialization Major	N/A
Start Date	2019-06-10
End Date	2022-07-19
Gap Status	49 years and 5 months

## SENIOR SECONDARY

School Name	
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

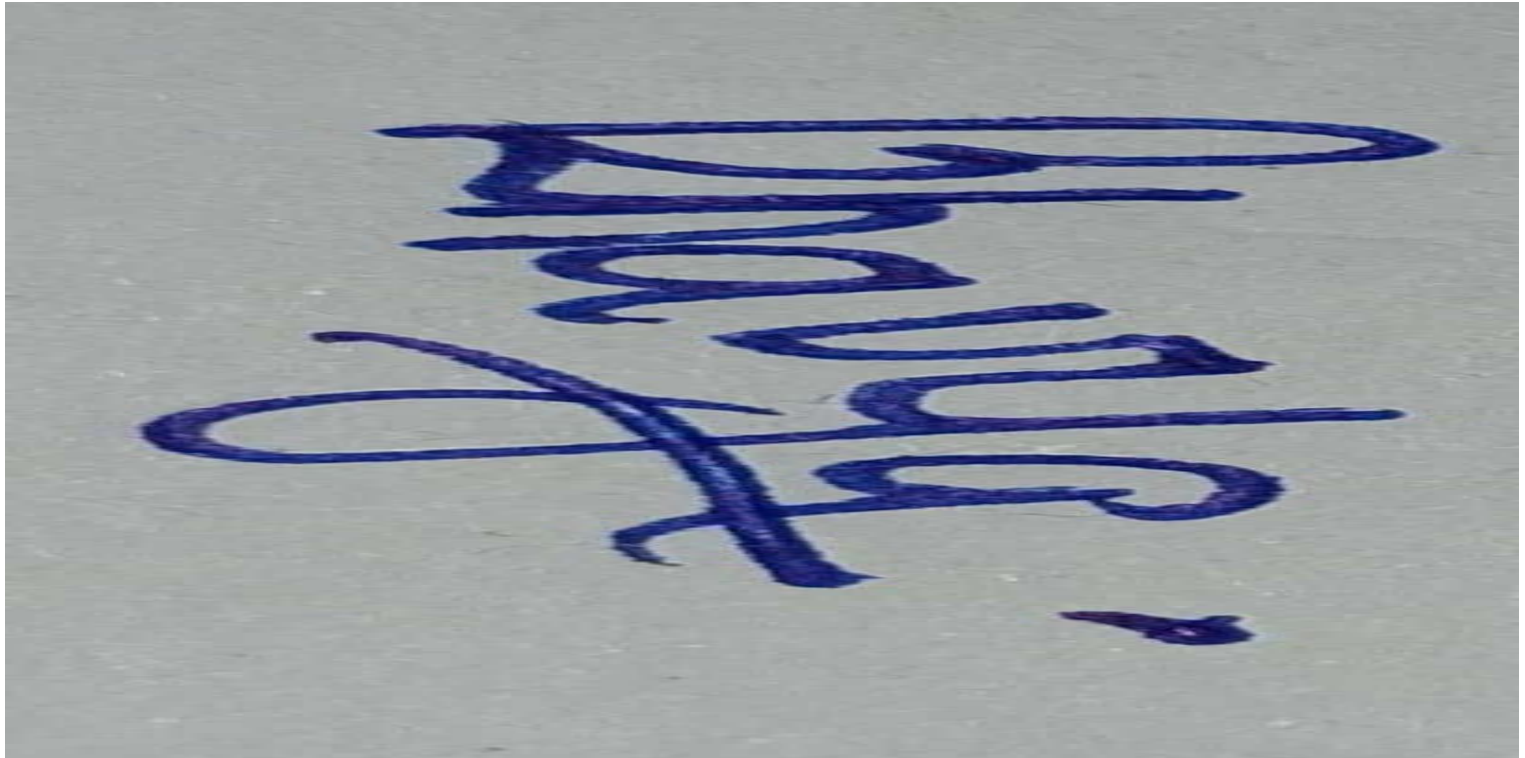
Employment Deails	
Years of Experience	
No of Employment	0

## 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.**

A blue ink signature is written on a light gray background. The signature is stylized and cursive, appearing to be a name followed by a surname. The ink is a vibrant blue color.

## 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).