

Background Verification Form

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

Applicant's CV

MANVI RATHI

Contact details - +91-8130303946

Email: - rathimanvi22@gmail.com

CAREER OBJECTIVE

A results-driven professional with 3 years of experience specializing in lease abstraction, legal support, and anti-money laundering (AML) compliance. Adept at analyzing complex legal documents, conducting due diligence, ensuring compliance with regulatory standards, and managing risk in various legal contexts. I am seeking an AML and KYC role where I can utilize my legal expertise and experience in regulatory compliance, document analysis, and risk management to enhance operational processes, ensure adherence to laws, and mitigate potential risks.

PROFESSIONAL EXPERIENCE

1. Lease Abstraction Analyst – Jones Lang LaSalle (30-May-2024 to Current)

- Conducted thorough reviews and analyses of complex lease documents, identifying key financial and legal terms.
- Extracted and summarized essential lease terms to ensure clear and accessible information.
- Ensured precise entry of lease data into the property management system, maintaining high standards of data integrity.
- Monitored critical lease dates and compliance, mitigating risks and ensuring adherence to contractual obligations.
- Supported lease audits and portfolio analysis, contributing to the enhancement of lease management practices.
- Fostered strong professional relationships through effective communication with team members, clients, and stakeholders.

2. Legal Associate – Provana (7-Nov-2022 to 28-May-2024)

- Delivered extensive debt collection services and veteran affairs claims legal support to a diverse portfolio of U.S.-based law firms.
- Served as a Quality Analyst, overseeing the quality assurance of legal documents and processes.
- Proficient in legal and administrative tools including Hubbard, BRP image, Qlaw, and collection services.
- Knowing the U.S legal systems and laws related to the federal civil procedure code, discoveries rules, FDCPA, FCPA and HIPPA & other federal laws.

3. Anti-Money Laundering Associate – Paytm (4-Apr-2022 to 4-Oct-2022)

- Conducted thorough PEP (Politically Exposed Person) and sanction screening to identify and assess high-risk individuals and entities.
- Monitored transaction patterns and flagged suspicious activities in line with AML regulations, ensuring compliance with legal and regulatory standards.
- Performed in-depth investigations and due diligence on flagged accounts, ensuring timely escalation of suspicious activity reports (SARs).
- Assisted in maintaining accurate records and documentation of investigations to support audit and regulatory requirements.

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Personal Information

Full Name	Manvi Rathi
Former Name / Maiden Name	N/A
Mobile Number	8130303946
Father's Name	Vijay Pal Singh Rathi
Spouse's Name	N/A
Date of Birth	21-06-1998
Age	26 years 11 months
Gender	female
Alternative Mobile Number	8130303946
Aadhar Card Number	580322979535
Aadhar Card Number	9457312537
Pan Card Number	FLZPR6156M
Nationality	Indian
Marital Status	Single

Permanent Address

House no	4
Street	4/4 jagriti vihar
District	4
City	meerut
State	Uttar Pradesh
Pincode	250004

Current Address

House no	4
Street	4/4 jagriti vihar
District	4
City	meerut
State	Uttar Pradesh
Pincode	250004

LATEST EMPLOYMENT 1

I am a Fresher and do not have any prior employment experience	
Name of the Employer:	JLL
Job Location:	Gurugram
Employee ID:	557501
Designation:	Analyst- Abstractions
UAN Number:	101896490828
From Date:	30-05-2024
To Date:	23-05-2025
Name of the Reporting Manager:	Seema Sharma
Manager's Contact No:	8586977958
Manager's Contact Email:	
Reasons for leaving:	For growth and Development
HR Name:	Rohan Tyagi
HR Contact No:	9667093105
HR Email ID:	HRSSO.IND@jll.com
Last Salary Drawn:	450000
Position Type:	permanent
Agency Details:	
Resignation Acceptance	1
Relieving Letter	0
Latest 3 months pay slip	1
I am a Fresher and do not have any prior employment experience	
Name of the Employer:	JLL
Job Location:	Gurugram
Employee ID:	557501
Designation:	Analyst- Abstractions
UAN Number:	101896490828
From Date:	30-05-2024
To Date:	23-05-2025
Name of the Reporting Manager:	Seema Sharma
Manager's Contact No:	8586977958
Manager's Contact Email:	


LATEST EMPLOYMENT 1

Reasons for leaving:	For growth and Development
HR Name:	Rohan Tyagi
HR Contact No:	9667093105
HR Email ID:	HRSSO.IND@jll.com
Last Salary Drawn:	450000
Position Type:	permanent
Agency Details:	
Resignation Acceptance	1
Relieving Letter	0
Latest 3 months pay slip	1

Departure Activities for Employee





JLL HR <jll@myworkday.com>

To  Rath, Manvi



3/26/202

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Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

 Right-click or tap and hold here to download pictures. To help protect your privacy, Outlook prevented automatic d...

Departure Activities

Your resignation has been approved by your Manager and HR. Please complete the items below prior to your departure, including any local exit formalities which you may be notified of via separate emails.

1. Work with your manager to cover the following as part of the handover:

- Arrangements for any accrued untaken annual leave as per your country policy
- Outstanding work and regular tasks
- Identify and handover internal/external client and stakeholder relationships
- Ensure any files and emails that will be needed after your departure are stored in an appropriate folder/system

2. Return of company assets

- All company assets must be returned on or before your last day of work to the relevant department or to your manager. This includes, but is not limited to:

Resignation Letter



Rathi, Manvi

To ● Verma, Anupam

Cc ○ Sharma, Seema



3/25/2025

You forwarded this message on 3/25/2025 3:46 PM.

Hi Seema,

I hope this email finds you well. I am writing to formally **resign** from my position as an Analyst-Abstraction, effective in two months from today. My last working day will be **23-May-2025**, in accordance with the notice period outlined in my contract. Please ensure a smooth transition of my responsibilities in the coming weeks and I will ensure a smooth transition of my responsibilities in the coming weeks.

Thanks & Regards,

Manvi Rathi

JBS Lease Administration

DLF World Tech Park, 8th Floor, Tower B-1,

Silokhera, Sector 30, Gurgaon - 122001, Haryana

M: +91 8130303946

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EX EMPLOYMENT 2

I haven't done my EX-EMPLOYMENT-2	
Name of the Employer:	Provana
Job Location:	Noida
Employee ID:	105121
Designation:	Legal Associate
UAN Number:	101896490828
From Date:	07-11-2022
To Date:	28-05-2024
Name of the Reporting Manager:	Aditi Mittal
Manager's Contact No:	9811466444
Manager's Contact Email:	
Reasons for leaving:	growth and development
HR Name:	sparshi saxena
HR Contact No:	8595909947
HR Email ID:	sparshi.saxena@provana.com
Last Salary Drawn:	24610.00
Position Type:	Permanent
Agency Details:	
Resignation Acceptance	0
Relieving Letter	1
Latest 3 months pay slip	1
I haven't done my EX-EMPLOYMENT-2	
Name of the Employer:	Provana
Job Location:	Noida
Employee ID:	105121
Designation:	Legal Associate
UAN Number:	101896490828
From Date:	07-11-2022
To Date:	28-05-2024
Name of the Reporting Manager:	Aditi Mittal
Manager's Contact No:	9811466444
Manager's Contact Email:	

EX EMPLOYMENT 2

Reasons for leaving:	growth and development
HR Name:	sparshi saxena
HR Contact No:	8595909947
HR Email ID:	sparshi.saxena@provana.com
Last Salary Drawn:	24610.00
Position Type:	Permanent
Agency Details:	
Resignation Acceptance	0
Relieving Letter	1
Latest 3 months pay slip	1

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GRADUATION

I haven't done my Graduation	
College Name:	Kamala Nehru College
College Location:	Delhi
University Name:	University of Delhi
Major / Specialisation	Political Science
Course / Qualification:	Passed
Part Time/ Full Time:	full_time
Roll Number / Register Number:	15034527037
From:	02-07-2015
To:	30-04-2018
Marksheet	1
Provisional Certificate / Diploma / Other Certificates	
Degree Certificate	1
I haven't done my Graduation	
College Name:	Kamala Nehru College
College Location:	Delhi
University Name:	University of Delhi
Major / Specialisation	Political Science
Course / Qualification:	Passed
Part Time/ Full Time:	full_time
Roll Number / Register Number:	15034527037
From:	02-07-2015
To:	30-04-2018
Marksheet	1
Provisional Certificate / Diploma / Other Certificates	
Degree Certificate	1

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12TH STANDARD

I haven't done my 12th Standard	
School Name/College Name:	Meerut Public Girls School
School Location:	Meerut
Board Name/University Name:	CBSE
Major Subjects	Humanities, Economics, Entrepreneurship
Course / Qualification:	Passed
Part Time/ Full Time:	full_time
Roll Number / Register Number:	5890377
From:	02-04-2014
To:	25-05-2015
Marksheet	1
I haven't done my 12th Standard	
School Name/College Name:	Meerut Public Girls School
School Location:	Meerut
Board Name/University Name:	CBSE
Major Subjects	Humanities, Economics, Entrepreneurship
Course / Qualification:	Passed
Part Time/ Full Time:	full_time
Roll Number / Register Number:	5890377
From:	02-04-2014
To:	25-05-2015
Marksheet	1

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PROFESSIONAL REFERENCE 1

Name of the Person:	Aditi Mittal
Designation:	Manager
Contact No:	9811466444
Email ID:	
Name of the Organisation:	Provana India Pvt Ltd
Name of the Person:	Aditi Mittal
Designation:	Manager
Contact No:	9811466444
Email ID:	
Name of the Organisation:	Provana India Pvt Ltd

PROFESSIONAL REFERENCE 2

Name of the Person:	Kundan Negi
Designation:	Operation Lead
Contact No:	8882362269
Email ID:	
Name of the Organisation:	JLL, India
Name of the Person:	Kundan Negi
Designation:	Operation Lead
Contact No:	8882362269
Email ID:	
Name of the Organisation:	JLL, India

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
Start Date	N/A

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

Employment Deails	
Years of Experience	
No of Employment	0

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.

N/A		01-01-1970
Full name of the candidate	Signature	Date of form filled

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.