

Background Verification Form

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

Applicant's CV

RIYA K. S

Malviya Nagar, New Delhi 110017
Phone- 9582227837
Email- ksriya9@gmail.com

PROFILE:

Commerce Graduate with Chartered Accountancy and Finance background, seeking a challenging position in Bank Back Office / KYC across Banking and Financial Services domain.

PROFESSIONAL EXPERIENCE

TRAVELBULLZ (DMC): 1 April 2024- 31 March 2025 as Senior Executive ACCOUNTS PAYABLE

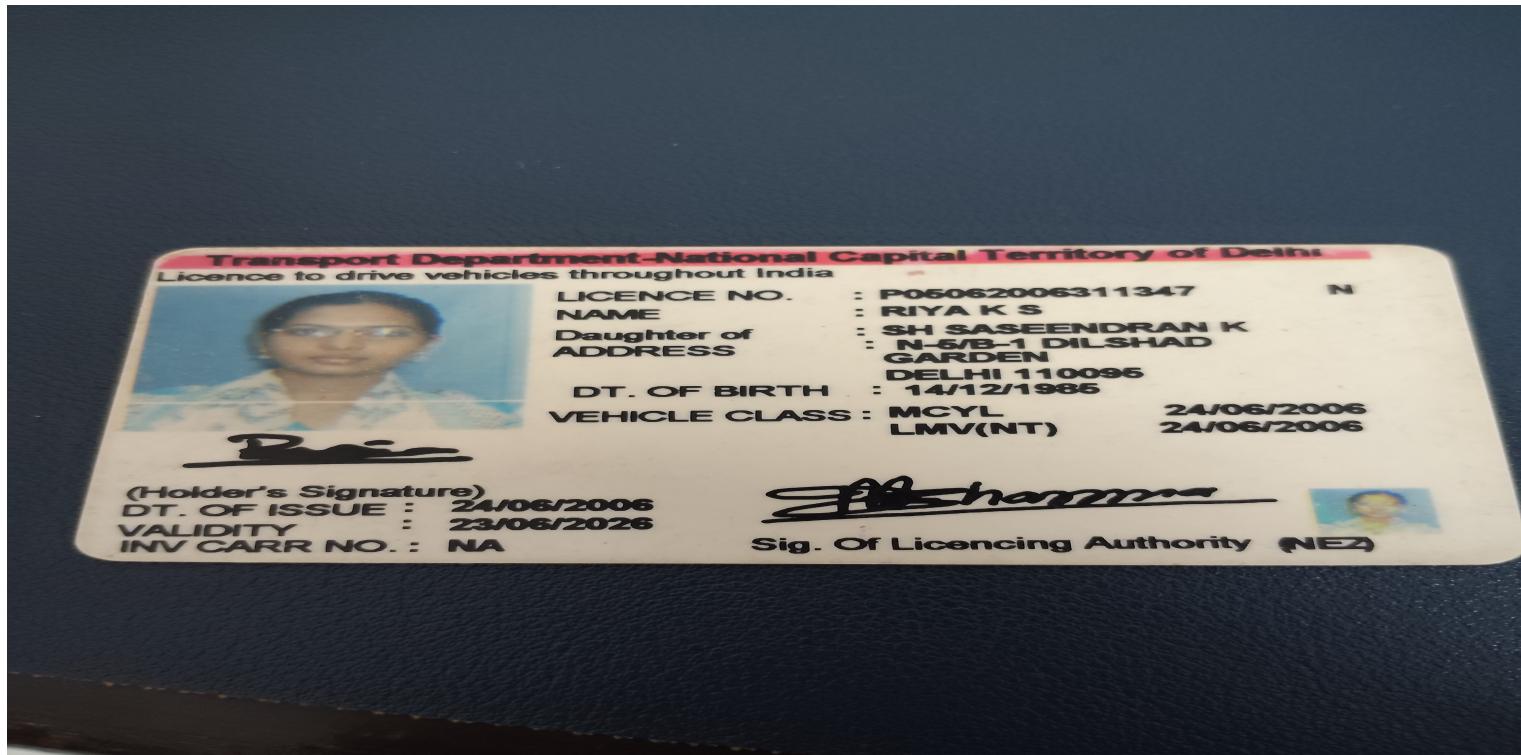
- Timely Payment:** Ensuring timely payments to suppliers to facilitate a smooth check-in process for guests.
- Ledger Scrutiny:** Conducting timely checks of all ledger balances in the supplier's account to promptly identify payments made for bookings that are subsequently canceled.
- Bank Reconciliation:** Reviewing payments against the bank statement to identify any reversed transactions.
- Vendor Payments:** Consistently tracking monthly utility bills and rent payments to ensure the smooth operation of the organization.

HDIFC Bank : Jan 2016- December 2019 as Deputy Manager

KYC CONCURRENT AUDIT

- Team Leadership:** I efficiently handled a team of professionals, providing guidance and support to ensure their productivity and overall success.
- Building Relationships:** I established and maintained positive relationships with branch staff, enabling seamless cooperation and collaboration.
- Effective Communication:** I utilized strong verbal and written communication skills to clearly articulate audit findings, recommendations and KYC audit alerts to the relevant branched promoting adherence to the Banks's Internal KYC policy.
- Analytical Skills:** In order to develop and effective audit methodology, I utilized my analytical skills to identify potential non- compliance issues in newly opened customer accounts.
- Problem Solving:** I proactively identified suspicious accounts that were non-KYC compliant and promptly raised audit alerts to the branches. This required a keen eye for detail, critical thinking, and the ability to apply sound judgment to resolve complex issues.

Govt ID #1



Personal Information

Full Name	Riya K S
Former Name / Maiden Name	N/A
Mobile Number	9582227837
Father's Name	Saseendran K
Spouse's Name	Ashish Kutty
Date of Birth	14-12-1985
Age	39 years 5 months
Gender	female
Alternative Mobile Number	9873207239
Aadhar Card Number	927175653022
Aadhar Card Number	9582227837
Pan Card Number	BPPPS3752G
Nationality	Indian
Marital Status	Married

Permanent Address

House no	J4/40, A8, Shanti Kunj Society
Street	Khirki Extension, Malviya Nagar
District	N/A
City	New Delhi
State	DL
Pincode	110017

Current Address

House no	J4/40, A8, Shanti Kunj Society
Street	Khirki Extension, Malviya Nagar
District	N/A
City	New Delhi
State	DL
Pincode	110017

LATEST EMPLOYMENT 1

I am a Fresher and do not have any prior employment experience	
Name of the Employer:	Lots of vacations India Pvt Ltd
Job Location:	Delhi
Employee ID:	NA
Designation:	Senior Executive- Finance and Accounts
UAN Number:	100687889735
From Date:	01-04-2024
To Date:	01-04-2025
Name of the Reporting Manager:	Praveen Bisht
Manager's Contact No:	9910253746
Manager's Contact Email:	praveen@travelbullz.com
Reasons for leaving:	Better opportunity
HR Name:	Garima Saini
HR Contact No:	7503097247
HR Email ID:	garimasaini@travelbullz.com
Last Salary Drawn:	30000
Position Type:	permanent
Agency Details:	
Resignation Acceptance	0
Relieving Letter	1
Latest 3 months pay slip	0
I am a Fresher and do not have any prior employment experience	
Name of the Employer:	Lots of vacations India Pvt Ltd
Job Location:	Delhi
Employee ID:	NA
Designation:	Senior Executive- Finance and Accounts
UAN Number:	100687889735
From Date:	01-04-2024
To Date:	01-04-2025
Name of the Reporting Manager:	Praveen Bisht
Manager's Contact No:	9910253746
Manager's Contact Email:	praveen@travelbullz.com

LATEST EMPLOYMENT 1

Reasons for leaving:	Better opportunity
HR Name:	Garima Saini
HR Contact No:	7503097247
HR Email ID:	garimasaini@travelbullz.com
Last Salary Drawn:	30000
Position Type:	permanent
Agency Details:	
Resignation Acceptance	0
Relieving Letter	1
Latest 3 months pay slip	0

[Click to open the file](#)

EX EMPLOYMENT 2

I haven't done my EX-EMPLOYMENT-2	
Name of the Employer:	HDFC Bank
Job Location:	Noida
Employee ID:	R13500
Designation:	Deputy Manager
UAN Number:	100687889735
From Date:	27-01-2016
To Date:	18-12-2019
Name of the Reporting Manager:	Sanjeev Kumar
Manager's Contact No:	9810764427
Manager's Contact Email:	sanjeev.kumar4@hdfcbank.com
Reasons for leaving:	Further studies and family reasons
HR Name:	xxx
HR Contact No:	0
HR Email ID:	exithelpdesk@hdfcbank.com
Last Salary Drawn:	29060
Position Type:	Deputy Manager
Agency Details:	
Resignation Acceptance	
Relieving Letter	1
Latest 3 months pay slip	
I haven't done my EX-EMPLOYMENT-2	
Name of the Employer:	HDFC Bank
Job Location:	Noida
Employee ID:	R13500
Designation:	Deputy Manager
UAN Number:	100687889735
From Date:	27-01-2016
To Date:	18-12-2019
Name of the Reporting Manager:	Sanjeev Kumar
Manager's Contact No:	9810764427
Manager's Contact Email:	sanjeev.kumar4@hdfcbank.com

EX EMPLOYMENT 2

Reasons for leaving:	Further studies and family reasons
HR Name:	xxx
HR Contact No:	0
HR Email ID:	exithelpdesk@hdfcbank.com
Last Salary Drawn:	29060
Position Type:	Deputy Manager
Agency Details:	
Resignation Acceptance	
Relieving Letter	1
Latest 3 months pay slip	

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PREVIOUS EMPLOYMENT 3

I haven't done my PREVIOUS EMPLOYMENT 3	
Name of the Employer:	Wipro
Job Location:	Sarita Vihar
Employee ID:	543598
Designation:	Senior Officer
UAN Number:	
From Date:	30-05-2013
To Date:	31-07-2014
Name of the Reporting Manager:	Vikas Singh
Manager's Contact No:	0
Manager's Contact Email:	not available
Reasons for leaving:	Marriage
HR Name:	NA
HR Contact No:	0
HR Email ID:	wbporelievingletter.wividus@wipro.com
Last Salary Drawn:	18001
Position Type:	Senior Officer
Agency Details:	
Resignation Acceptance	
Relieving Letter	1
Latest 3 months pay slip	0
I haven't done my PREVIOUS EMPLOYMENT 3	
Name of the Employer:	Wipro
Job Location:	Sarita Vihar
Employee ID:	543598
Designation:	Senior Officer
UAN Number:	
From Date:	30-05-2013
To Date:	31-07-2014
Name of the Reporting Manager:	Vikas Singh
Manager's Contact No:	0
Manager's Contact Email:	not available

PREVIOUS EMPLOYMENT 3

Reasons for leaving:	Marriage
HR Name:	NA
HR Contact No:	0
HR Email ID:	wbporelievingletter.wividus@wipro.com
Last Salary Drawn:	18001
Position Type:	Senior Officer
Agency Details:	
Resignation Acceptance	
Relieving Letter	1
Latest 3 months pay slip	0

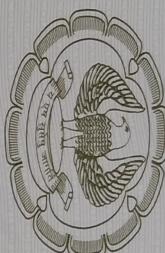
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POST GRADUATION

I haven't done my Post Graduation	
College Name:	ICAI
College Location:	Delhi
University Name:	ICAI
Major / Specialisation	CA PCC
Course / Qualification:	CA PCC
Part Time/ Full Time:	full_time
Roll Number / Register Number:	NRO0215708
From:	24-09-2007
To:	31-05-2011
Marksheet	
Provisional Certificate / Diploma / Other Certificates	
Degree Certificate	1
I haven't done my Post Graduation	
College Name:	ICAI
College Location:	Delhi
University Name:	ICAI
Major / Specialisation	CA PCC
Course / Qualification:	CA PCC
Part Time/ Full Time:	full_time
Roll Number / Register Number:	NRO0215708
From:	24-09-2007
To:	31-05-2011
Marksheet	
Provisional Certificate / Diploma / Other Certificates	
Degree Certificate	1

Roll No. 51508

The Institute of
Chartered Accountants of India



Professional Competence Examination Certificate

This is to certify that

Riya KG

of

has passed

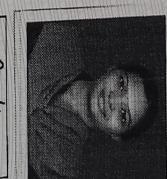
(
XXXXXXXXXXXXXXXXXXXX
)

the Professional Competence Examination

held by

The Institute of Chartered Accountants of India
in the month of May 2011

Given under the Common Seal of
The Institute of Chartered Accountants of India
this Eighth day of August 2011



Q454



Additional Secretary
(Examinations)



GRADUATION

I haven't done my Graduation	
College Name:	Delhi University
College Location:	Delhi
University Name:	Delhi University
Major / Specialisation	B.com
Course / Qualification:	B.com
Part Time/ Full Time:	full_time
Roll Number / Register Number:	9226053
From:	01-07-2003
To:	31-07-2007
Marksheet	
Provisional Certificate / Diploma / Other Certificates	
Degree Certificate	1
I haven't done my Graduation	
College Name:	Delhi University
College Location:	Delhi
University Name:	Delhi University
Major / Specialisation	B.com
Course / Qualification:	B.com
Part Time/ Full Time:	full_time
Roll Number / Register Number:	9226053
From:	01-07-2003
To:	31-07-2007
Marksheet	
Provisional Certificate / Diploma / Other Certificates	
Degree Certificate	1



University of Delhi

STATEMENT OF MARKS

REG. No.: 03-1-02-014815
S. No. N/ 0113470

B.COM.(PASS)PART III EXAMINATION 2007

ROLL NO.: 9226053

NAME OF CANDIDATE : RIYA K S
COLLEGE : SCHOOL OF OPEN LEARNING

Part	Paper No	Title	Marks Obtained	Max Marks	Result
Part I	I	Business Organisation and Management	100	100	
	II	Financial Accounting	100	100	
	III	Economics-I (Economic Systems & Micro Economic Theory)	100	100	
	IV	Humanities Group	100	100	
		TOTAL	195	400	
Part II	V	Business Laws	100	100	
	VI	Office Management & Secretarial Practice	100	100	
	VII	Economics-II (Macro Economics Analysis and Policy)	100	100	
	VIII	Humanities Group:-English	100	100	
		TOTAL	175	400	
Part III	IX	Costing & Statistics	65	100	
	X	Auditing Income Tax and Sales Tax	39	100	
	XI	Economics-III (Economic Development and Planning in India)	46	100	
	XII	Humanities Group :- English-A	43	100	
		TOTAL	193	400	
		Grand Total (Part I+II+III)	563	1200	THIRD DIVISION

ER- Essential Repeat, if otherwise eligible.

* indicates that the candidate passed paper/s in a previous year.

Dated: 25th September, 2007

Checked by

Controller of Examinations

12TH STANDARD

I haven't done my 12th Standard	
School Name/College Name:	Kerala Edu society senior secondary school
School Location:	Delhi
Board Name/University Name:	CBSE
Major Subjects	English, Economics, Accountancy
Course / Qualification:	12th class
Part Time/ Full Time:	full_time
Roll Number / Register Number:	6662273
From:	01-04-2002
To:	31-03-2003
Marksheet	1
I haven't done my 12th Standard	
School Name/College Name:	Kerala Edu society senior secondary school
School Location:	Delhi
Board Name/University Name:	CBSE
Major Subjects	English, Economics, Accountancy
Course / Qualification:	12th class
Part Time/ Full Time:	full_time
Roll Number / Register Number:	6662273
From:	01-04-2002
To:	31-03-2003
Marksheet	1

क्रमांक
S.No. 2003

395690

केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION
अंक विवरणिका MARKS STATEMENT
सीनियर स्कूल सर्टिफिकेट परीक्षा, 2003

DELHI

SENIOR SCHOOL CERTIFICATE EXAMINATION, 2003

नाम Name RIYA K S
माता का नाम Mother's Name SHEELA SASEENDRAN
पिता का नाम Father's Name SASEENDRAN K
विद्यालय School 1139

अनुक्रमांक Roll No. 6662273

SHEELA SASEENDRAN
SASEENDRAN K
KERALA EDU SOCIETY SR SEC SCH CANNING RD ND

विषय कोड SUB. CODE	विषय SUBJECT	प्राप्तांक MARKS OBTAINED				स्थितीय क्रम POSITIONAL GRADE
		लि. TH	प्र०. PR	योग TOTAL	योग शब्दों में TOTAL IN WORDS	
301	ENGLISH CORE	059	XXX	059	FIFTY NINE	C1
030	ECONOMICS	063	XXX	063	SIXTY THREE	B1
041	MATHEMATICS	056	XXX	056	FIFTY SIX	C1
054	BUSINESS STUDIES	041	XXX	041	FOURTY ONE	D1
055	ACCOUNTANCY	059	XXX	059	FIFTY NINE	C1
500	WORK EXPERIENCE					B1
502	PHY & HEALTH EDUCATION					D2
503	GENERAL STUDIES					A2

संक्षिप्तियों का अर्थ : Abbreviations

AB : विषय में अनुपस्थित Absent in the Subject

EX : छूट - प्राप्त Exempted

FP : प्रयोगात्मक में असफल Fail in Practical

FT : लिखित में असफल Fail in Theory

दिल्ली Delhi
दिनांक Dated

23-05-2003

परिणाम Result

PASS

परीक्षा नियंत्रक
Controller of Examinations

PROFESSIONAL REFERENCE 1

Name of the Person:	Satish Kumar
Designation:	Manager
Contact No:	8010982060
Email ID:	sateeshkumar678@gmail.com
Name of the Organisation:	Axis Bank
Name of the Person:	Satish Kumar
Designation:	Manager
Contact No:	8010982060
Email ID:	sateeshkumar678@gmail.com
Name of the Organisation:	Axis Bank

PROFESSIONAL REFERENCE 2

Name of the Person:	Himani Rawat
Designation:	Deputy Manager
Contact No:	9643664751
Email ID:	himani.rawat@icicibank.com
Name of the Organisation:	ICICI Bank
Name of the Person:	Himani Rawat
Designation:	Deputy Manager
Contact No:	9643664751
Email ID:	himani.rawat@icicibank.com
Name of the Organisation:	ICICI Bank

POST GRADUATION

University / Institute Name	ICAI
Course	CA PCC
Specialization Major	Accounts, Tax
Start Date	2007-09-24
End Date	2011-05-31
Gap Status	0 years and 2 months

GRADUATION

University / Institute Name	Delhi University
Course	Bcom
Specialization Major	Accounts
Start Date	2003-07-01
End Date	2007-07-31
Gap Status	0 years and 4 months

SENIOR SECONDARY

School Name	Kerala Edu Sr Sec school
Start Date	2002-04-01

SECONDARY

School Name	Kerala Edu Sr Sec school
Start Date	2000-04-01
End Date	2001-03-31

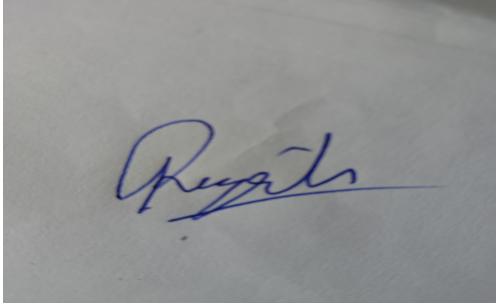
Employment Details

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.