

# Background Verification Form

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

## Applicant's CV

<p><b>Sneha Soni</b> Email: snehasoni2488@gmail.com   Phone: 8305657686 LinkedIn: linkedin.com/in/snehasoni2000   GitHub: github.com/snehasoni1234</p> <p><b>Professional Summary</b> I'm an MBA graduate in Analytics, passionate about turning data into insights that help businesses grow. I've worked with teams to analyze and present data to create clear reports. I'm excited to begin my journey as a Business Analyst, where I can learn, contribute, and make a real impact.</p> <p><b>Core Competencies</b></p> <ul style="list-style-type: none"><li>Project Coordination</li><li>Process Optimization &amp; Documentation</li><li>Data Analysis &amp; Reporting</li><li>Stakeholder Communication</li><li>Tool Proficiency: Microsoft Excel, ERP, CRM tool</li></ul> <p><b>Professional Experience</b></p> <p><b>Research Analyst Intern (Taxonomy)</b> Hedgewell, Inc., Gurugram, UP   <span style="float: right;">August 2024 – Feb 2025</span></p> <ul style="list-style-type: none"><li>Conducted comprehensive data mapping, enhancing data accuracy across 35+ cities.</li><li>Developed structured technical documentation to streamline data organization processes.</li></ul> <p><b>Business Analyst (Market Research)</b> Tanjishq Private Ltd., Gwalior, MP   <span style="float: right;">March 2022 – September 2023</span></p> <ul style="list-style-type: none"><li>Monitored market trends, communication and project coordination for business expansion initiatives.</li><li>Optimized workflow processes, contributing to a 20% increase in efficiency.</li><li>Developed reports to analyze customer engagement and retention.</li></ul> <p><b>Education</b></p> <p><b>Master of Business Administration, Business Analytics</b> Panjab Institute of Management &amp; Research, Gwalior   <span style="float: right;">October 2023 – Present</span></p> <p><b>Bachelor of Commerce</b> Panjab University, Gwalior, MP   <span style="float: right;">July 2018 – September 2021</span></p> <p><b>Certifications</b></p> <ul style="list-style-type: none"><li>Business Analytics: WIFL, Elementary to Advanced – Johns Hopkins University</li><li>ERP: Advanced Business Applications – Coursera, North America, Forage</li><li>Business Analysis &amp; Process Management – Coursera</li></ul> <p><b>Technical Skills</b></p> <ul style="list-style-type: none"><li>Data Coordination: Resource allocation, process tracking, reporting</li><li>Data Visualization: Power BI, Excel (Pivot Tables, Advanced Charts)</li><li>Business Analysis: Market research, process optimization, reporting</li></ul>
---

Govt ID #1

## Personal Information

Full Name	Sneha soni
Former Name / Maiden Name	N/A
Mobile Number	8305897686
Father's Name	Sanjay soni
Spouse's Name	N/A
Date of Birth	19-06-2000
Age	25 years 0 months
Gender	female
Alternative Mobile Number	7415506233
Aadhar Card Number	343420175987
Aadhar Card Number	9770122453
Pan Card Number	N/A
Nationality	Indian
Marital Status	Single

## Permanent Address

House no	103 century apartment
Street	Mayur market thatipur
District	Mayur nagar
City	Gwalior
State	MP
Pincode	474011

## Current Address

House no	House no 422
Street	Chhalera ,gali no 3
District	Sec 44
City	Noida
State	UP
Pincode	201303

## POST GRADUATION

I haven't done my Post Graduation	
College Name:	Prestige institute of management and research
College Location:	Gwalior
University Name:	Jiwaji university
Major / Specialisation	Business analyst
Course / Qualification:	Masters
Part Time/ Full Time:	full_time
Roll Number / Register Number:	41111312706
From:	01-11-2023
To:	23-06-2025
Marksheet	1
Provisional Certificate / Diploma / Other Certificates	
Degree Certificate	
I haven't done my Post Graduation	
College Name:	Prestige institute of management and research
College Location:	Gwalior
University Name:	Jiwaji university
Major / Specialisation	Business analyst
Course / Qualification:	Masters
Part Time/ Full Time:	full_time
Roll Number / Register Number:	41111312706
From:	01-11-2023
To:	23-06-2025
Marksheet	1
Provisional Certificate / Diploma / Other Certificates	
Degree Certificate	



## Prestige Institute of Management and Research, Gwalior

OPP. DEEN DAYAL NAGAR, AIR PORT ROAD, GWALIOR

(AFFILIATED TO JIWAJI UNIVERSITY GWALIOR)

MBA (BUSINESS ANALYTICS) FOURTH SEMESTER Examination (Jan-June 2025)

NAME :	SNEHA SONI	
FATHERS/HUSBAND NAME :	SANJAY SONI	
MOTHER NAME :	REKHA SONI	
ENROLLMENT NO.:	JC18005152	
ROLL NO.:	23012049	
COURSE :	MBA (BUSINESS ANALYTICS)	
BRANCH/SPECIALIZATION :	MBA (BUSINESS ANALYTICS)	

Course Code	Subject Name	Total Credits	Earned Credits	Grade	Grade Point	Credit Point (Credits * Grade Point)
MBA-BA 401	Entrepreneurship and Small Business Development	4	4	A	8	32
MBA-BA 402	Cyber Security & Law	4	4	A+	9	36
MBA-BA 403	Security Analysis and Portfolio Management	4	4	B+	7	28
MBA-BA 404	Marketing Analytics	4	4	O	10	40
MBA-BA 405	H R Analytics	4	4	A+	9	36
MBA-BA 406	Dissertation Report and Vive Voce	4	4	A+	9	36
MBA-BA 407	Predictive Analytics using SPSS	4	4	A+	9	36
Non Credit	Value Added Courses Elective VAC	0	0	P	0	0

TOTAL CREDITS :	28	TOTAL EARNED CREDITS :	28	TOTAL CREDIT POINTS	244
RESULT :	PASS				
SGPA :	8.71				

### SEMESTER WISE DETAIL OF RESULTS

Unclear Subject Code :

SEMESTER	I	II	III	IV	V	VI	VII	VIII	IX	X
EARNED / TOTAL CREDITS	30.00/30	30.00/30	28.00/28	28.00/28	/	/	/	/	/	/
SGPA	8.27	9.00	8.71	8.71						
ATTEMPT	1	1	1	1						
RESULT	PASS	PASS	PASS	PASS						
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE			FINAL RESULT			DIVISION		
116	8.67	86.7			PASS			First Division		

Note: -

1. This is a computer-generated printout & no signature is required.

## GRADUATION

I haven't done my Graduation	
College Name:	Krg college
College Location:	Gwalior
University Name:	Jiwaji university
Major / Specialisation	Commerce
Course / Qualification:	Graduation
Part Time/ Full Time:	full_time
Roll Number / Register Number:	1920038
From:	01-06-2018
To:	01-07-2025
Marksheet	1
Provisional Certificate / Diploma / Other Certificates	
Degree Certificate	
I haven't done my Graduation	
College Name:	Krg college
College Location:	Gwalior
University Name:	Jiwaji university
Major / Specialisation	Commerce
Course / Qualification:	Graduation
Part Time/ Full Time:	full_time
Roll Number / Register Number:	1920038
From:	01-06-2018
To:	01-07-2025
Marksheet	1
Provisional Certificate / Diploma / Other Certificates	
Degree Certificate	



**GOVERNMENT KAMLARAJA GIRLS POST-GRADUATE  
AUTONOMOUS COLLEGE, GWALIOR**  
An Autonomous Institution of  
**JIWAJI UNIVERSITY, GWALIOR (M.P.)**

Statement of marks for the examination of

B.COM. PART III (3YDC) EXAM: MARCH/APRIL-2021

ROLL NO.: 1922038

ENROL. NO.: JC18005152

S/NAME : SNEHA SONI  
F/NAME : SANJAY SONI  
M/NAME : REKHA SONI

DATE OF ISSUE: 21/09/2021

CATEG.: REGULAR

SUBJECTS	SCHEME OF MARKS									MARKS OBTAINED							
	MAX I	MKS II	TOT III	MIN MKS	CCE	MAX I	MIN II	MKS III	OBT I	TOT II	CCE III	MAX I	MIN II	MKS III	OBT I	TOT II	CCE III
1. FOUNDATION COURSE	30	30	25	85	28	15	100	33	22	22	15	59	11	70			
I HINDI LANGUAGE AND MORAL VALUES																	
II ENGLISH LANGUAGE																	
III BASIC OF COMPUTER & INFOR. TECHNOLOGY																	
2. ACCOUNTING	40	40		80	27	20	100	33	23	24		47	12	59			
I INCOME TAX LAW & PRACTICE																	
II GOODS & SERVICES TAXES & CUSTOM DUTY																	
3. BUSINESS MANAGEMENT	40	40		80	27	20	100	33	27	25		52	12	64			
I MANAGEMENT ACCOUNTING																	
II AUDITING																	
4. APPLIED ECONOMICS	40	40		80	27	20	100	33	25	24		49	12	61			
I PUBLIC FINANCE																	
II FINANCIAL MANAGEMENT																	
									400	GRAND TOTAL		254					
M A R K S	FIRST YEAR		SECOND YEAR		THIRD YEAR		GRAND TOTAL		RESULT	DIVISION							
	TOTAL	OUT OF	TOTAL	OUT OF	TOTAL	OUT OF	TOTAL	OUT OF		PASS FIRST							
	235	400	250	400	254	400	739	1200		PASS FIRST							

IN WORDS: SEVEN HUNDRED THIRTY NINE O/OF 1200

1. The asterisk adjacent to marks denotes failure (\*) 2. The alphabet 'C' adjacent to marks denotes carry forward.

DY. REGISTRAR (EXAMS)  
Jiwaji University

CHECKED BY M

CONTROLLER OF EXAMS

## 12TH STANDARD

I haven't done my 12th Standard	
School Name/College Name:	Kiddys corner public school
School Location:	Gwalior
Board Name/University Name:	Mp board
Major Subjects	Commerce
Course / Qualification:	12th
Part Time/ Full Time:	full_time
Roll Number / Register Number:	281431339
From:	05-01-2018
To:	11-01-2019
Marksheet	1
I haven't done my 12th Standard	
School Name/College Name:	Kiddys corner public school
School Location:	Gwalior
Board Name/University Name:	Mp board
Major Subjects	Commerce
Course / Qualification:	12th
Part Time/ Full Time:	full_time
Roll Number / Register Number:	281431339
From:	05-01-2018
To:	11-01-2019
Marksheet	1

माध्यमिक शिक्षा मण्डल, मध्यप्रदेश, भोपाल  
BOARD OF SECONDARY EDUCATION, MADHYA PRADESH, BHOPAL



हायर सेकंडरी स्कूल स्टिफिकेट परीक्षा (10+2) 2018  
HIGHER SECONDARY SCHOOL CERTIFICATE EXAMINATION (10+2) 2018

MARCH-APRIL - 2018 MARKSHEET CUM-CERTIFICATE

संख. / S.NO. 0047984

केन्द्र क्रमांक CENTRE NO.	संस्था क्रमांक SCHOOL NO.	नामांकन क्रमांक ENROLMENT NUMBER	नियमित / व्यापारी REGULAR / PRIVATE	रोल नंबर ROLL NUMBER
141053	142016	A14/142057/045	REGULAR	281431339



प्रमाणित किया जाता है कि  
CERTIFIED THAT

जिनके  
WHOSE

श्री/सूश्री  
SHRI / SUSHRI

SNEHA SONI

पिता/पति का नाम  
FATHER'S / HUSBAND'S NAME IS

SANJAY SONI

वा. माता का नाम

AND MOTHER'S NAME IS

REKHA SONI

इस मण्डल की हायर सेकंडरी स्कूल स्टिफिकेट परीक्षा वर्ष -2018 में संस्था/केन्द्र \*\*  
एवं विषयवार प्राप्तांक निम्नानुसार अंजित किए हैं :-

है

से सम्मिलित हुए

APPEARED IN THE HIGHER SECONDARY SCHOOL CERTIFICATE EXAMINATION OF THIS BOARD IN THE  
YEAR 2018 FROM (SCHOOL / CENTRE)\*\* AND SUBJECT WISE MARKS OBTAINED ARE AS UNDER :-  
KIDDIES CORNER H.S.SCHOOL, LASHKAR, GWALIOR

विषय / SUBJECTS	अधिकतम अंक MAX. MARKS	न्यूनतम सेकंडरी MIN. THEORY	न्यूनतम प्राप्तांक MIN. PRACTICAL	प्राप्तांक / MARKS OBTAINED सेकंडरी THEORY	प्राप्तांक PRACTICAL	योग TOTAL	विशेष REMARKS
ENGLISH (SPECIAL)	100	33	-	085	-	085	DISTN
HINDI (GENERAL)	100	33	-	085	-	085	DISTN
BUSINESS STUDIES	100	33	-	070	-	070	
BOOK KEEPING & ACCOUNTANCY	100	33	-	081	-	081	DISTN
BUSINESS ECONOMICS	100	33	-	087	-	087	DISTN
	500			महायोग / GRAND TOTAL		408	

महायोग शब्दों में :  
GRAND TOTAL IN WORDS : FOUR HUNDRED EIGHT\*\*

परीक्षाफल / RESULT PASS IN FIRST DIVISION

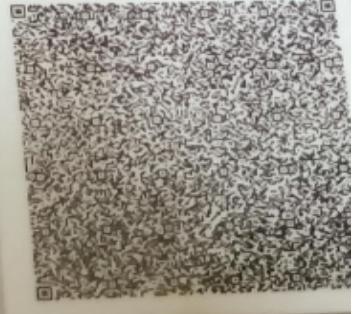
अतिरिक्त विषय/ADDITIONAL SUBJECT

To digitally validate the Marksheets  
download "MPBSE VALIDATOR" from Google Play  
Store.

Participated in NCC 'A' Certificate Course and obtained Grade : XX  
पर्यावरण शिक्षा एवं आपदा प्रबंधन ग्रेड GRADE A+

पर्यावरण शिक्षा एवं आपदा प्रबंधन ग्रेड GRADE A+

Environmental Education & Disaster Management.



राज्य/राष्ट्रीय/अन्तर्राष्ट्रीय स्तर पर खेलने पर प्राप्त बोनस अंक : XX

AWARDED BONUS MARKS FOR PARTICIPATION IN STATE / NATIONAL / INTERNATIONAL LEVEL GAMES

14-05-2018

प्राचार्य के स्वाक्षरी से हस्ताक्षरण पर युक्त  
SEAL AND SIGNATURE OF THE PRINCIPAL

Principal  
Kiddy's Corner H. Sec. School  
Gwalior (M.P.)  
Code No. 142016

21/5/18  
सचिव / SECRETARY  
(क.प.उत्तें)

ल नियमित परीक्षार्थियों के लिए For Regular Candidates only)  
में निपुणता प्राप्त की :-  
नियमित अंतरिक्ष विषयों में निपुणता प्राप्त की :-  
Proficiency in the following internal subjects :-  
सामाजिक व्योगी उत्पादक कार्य Socially Useful Productive work  
21420484

## PROFESSIONAL REFERENCE 1

Name of the Person:	
Designation:	
Contact No:	
Email ID:	
Name of the Organisation:	Aml right source
Name of the Person:	
Designation:	
Contact No:	
Email ID:	
Name of the Organisation:	Aml right source

## PROFESSIONAL REFERENCE 2

Name of the Person:	
Designation:	
Contact No:	
Email ID:	
Name of the Organisation:	N/a
Name of the Person:	
Designation:	
Contact No:	
Email ID:	
Name of the Organisation:	N/a

## POST GRADUATION

University / Institute Name	Prestige institute of management and research
Course	MBA
Specialization Major	Business analytics
Start Date	2023-09-01
End Date	N/A
Gap Status	53 years and 8 months

## 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

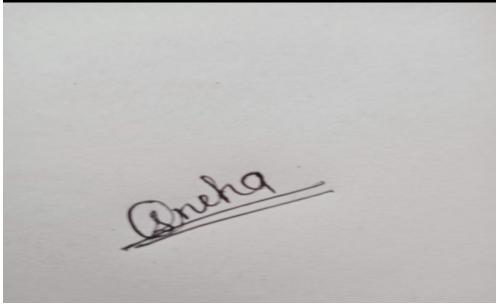
## Employment Details

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	 A photograph of a handwritten signature in black ink, which appears to read "Sneha". The signature is written in a cursive style with a horizontal line through it.	01-01-1970
<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).