

Background Verification Form

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

Applicant's CV



CAREER OBJECTIVE

To build my career in a progressive organization which will provide me exciting opportunities to utilize my skills. My strength is my interactivity and ability to produce stipulated time and inquisitiveness to learn new things.

I am seeking opportunity as a System Admin/Office Management/Back Office Operations/Data Analyst/Office Executive/ Admin/AV/Executive/ Marketing & Sales

CONTACT

PHONE: 9569640525

EMAIL: riteshrajput141004@gmail.com

[LinkedIn](#)

HOBBIES

Attending social or business events, Travelling

RITESH SINGH

EDUCATION

Navals National Academy

2019 10th standard from CBSE board having marks 81%

Navals National Academy

2019-2021 12th standard from CBSE board having marks 82%

University of Lucknow

2021 – 2024 BBA with expertise of International Business.

SKILLS

Computer Skills:

- Microsoft Office (Excel, Word, PowerPoint)
- Photography & Video Editing
- Knowledge of Accounting

Soft Skills:

- Marketing
- Communication
- Teamwork
- Customer Interaction
- Critical Thinking

CERTIFICATE

- Having certificate of Accounting Fundamentals from TCS
- Having certificate of Online Dispute Resolution(ODR) Mechanism from NISM
- Cleared the Mutual Fund Distributor Certification Examination from NISM
- Cleared the Research Analyst Certification Examination from NISM
- Having certificate of Digital Marketing B2B of 53hr on Udemy
- Having certificate of Professional Diploma in Business Project Management of 1hr on Udemy

Govt ID #1



Personal Information

Full Name	Ritesh singh
Former Name / Maiden Name	N/A
Mobile Number	9569640525
Father's Name	Lal babu singh
Spouse's Name	N/A
Date of Birth	14-10-2004
Age	20 years 9 months
Gender	male
Alternative Mobile Number	9565232254
Aadhar Card Number	314328321213
Aadhar Card Number	9569640525
Pan Card Number	PCLPS5524M
Nationality	Indian
Marital Status	Single

Permanent Address

House no	10
Street	Indira nagar
District	Lar
City	Deoria
State	UP
Pincode	274502

Current Address

House no	F3/37
Street	Vikash nagar
District	Hastsal
City	Uttam nagar
State	DL
Pincode	110059

LATEST EMPLOYMENT 1

I am a Fresher and do not have any prior employment experience	
Name of the Employer:	Concentrix
Job Location:	Gurugram
Employee ID:	103122520
Designation:	Advisor sales
UAN Number:	102154460368
From Date:	16-12-2024
To Date:	02-06-2025
Name of the Reporting Manager:	Shaunak chakraborty
Manager's Contact No:	
Manager's Contact Email:	
Reasons for leaving:	Family problem
HR Name:	
HR Contact No:	
HR Email ID:	digvijay.rana@concentrix.com
Last Salary Drawn:	31344
Position Type:	permanent
Agency Details:	
Resignation Acceptance	1
Relieving Letter	
Latest 3 months pay slip	1
I am a Fresher and do not have any prior employment experience	
Name of the Employer:	Concentrix
Job Location:	Gurugram
Employee ID:	103122520
Designation:	Advisor sales
UAN Number:	102154460368
From Date:	16-12-2024
To Date:	02-06-2025
Name of the Reporting Manager:	Shaunak chakraborty
Manager's Contact No:	
Manager's Contact Email:	

LATEST EMPLOYMENT 1

Reasons for leaving:	Family problem
HR Name:	
HR Contact No:	
HR Email ID:	digvijay.rana@concentrix.com
Last Salary Drawn:	31344
Position Type:	permanent
Agency Details:	
Resignation Acceptance	1
Relieving Letter	
Latest 3 months pay slip	1



Ref.: RSA/GGN/103122520/2025

Date: 03-Jun-2025

Ritesh Singh (103122520)

Subject: Acceptance of Resignation

Dear Ritesh,

With reference to your resignation we hereby acknowledge the receipt and accept the same.
Your Last Day in the Organization - 02-Jun-2025.

Please note that as per the terms and conditions of your employment, in case notice period is not served/partially served by you, salary in lieu thereof will be recovered from your full and final settlement.

Please ensure that all asset clearances have been obtained by you and all pending dues/loans/AMEX credit card amount (If applicable) have been settled. In case of any pending assets/payments the same will be recovered in your Full and Final Settlement.

Also, you are required to handover the applicable asset(s) (Desktop, Laptop, Plantronics Headset, Adaptor, Permanent and Temporary ID Access Badge etc.) to the respective stakeholders for ECF clearances on or before your Last Day of Employment. However, required to submit the IT asset(s) to the concerned IT Department. Any pendency in this aspect shall make our acceptance of your resignation vide this letter suo motu as null and void. This will only be treated as valid once the pendency will be cleared off, after you submit all our assets and take clearances from the concerned departments.

As a standard procedure we take this opportunity to remind you of your continuing obligation under and in the terms of all the applicable provisions of the Non- Disclosure and Code of Ethical Business Conduct duly executed by you, which we are confident you shall duly respect.

You may contact the F&F Department for any queries you may have on settlement of your dues with the company. The Details are given below :

You can call us at our Exit Helpdesk @ 1800 572 2604 (Toll Free) between 9.00 AM to 10.00 PM (Monday to Friday) or email at full.final@concentrix.com

NOTE: This is not a "Service Certificate cum Relieving Letter". It will only be provided to you post settlement of Full & Final dues based on the clearances completed by you at the time of leaving the organization.

The date mentioned on this letter is based on the current information as you may be relieved earlier or later basis the Organization requirement. Therefore, the "Service Certificate cum Relieving Letter" will mention the exact service period/dates.

Regards,

For Convergys India Services Private Limited

CNX/SEP/ART/OFFB/RAM/4.0

This is a system generated letter and does not require any signatures.

Convergys India Services Private Limited

DLF IT SEZ, Ground Floor & 1st Floor, Tower B, Unit III, Building No.6, DLF Cyber City, Sector 24 & 25A, Phase-3, Gurgaon, Haryana 122002, India
91 124 6755903

Registered Address: Two Horizon Centre, Level 6, Wing B, Golf Course Road, DLF-5, Sector 43, Gurgaon Haryana - 122002
CIN: U74899HR2001PTC111537

info@concentrix.com | www.concentrix.com

© Concentrix Corp. All Rights Reserved. Confidential and Proprietary.



Convergys India Services Pvt. Ltd.
PAYSPLIT FOR THE MONTH OF MARCH - 2025

03-Jun-2025

Employee Code	103122520	Date of Joining	16-Dec-2024
Employee Name	Ritesh Singh	Bank A/c No /Name	53011288366 / STANDARD
Social Title	Representative, Operations	Payable Days	31.00
Internal Title	Advisor I, Sales	Non Payable Days	0.00
PF No.	GN/GGN/25204/557144	Attd. Arrear Days	0.00
ESI No.		Current Month OT	0.00
UAN	102154460368	Current Month SP	0.00
PAN	PCLPS5524M	Current Month SSP	6.50
PRAN No.			

EARNINGS				DEDUCTIONS		
Description	For the Month	Arrear	Total	Description	Amount	
Basic Pay	13,360.00	0.00	13,360.00	Provident Fund Employee	1,603.00	
House Rent Allowance	6,680.00	0.00	6,680.00	LWF Employee	34.00	
Statutory Bonus	2,548.00	0.00	2,548.00	LWF Arrear Employee	6.00	
Special Supplementary Pay	1,252.50	0.00	1,252.00			
Transport Allowance	4,000.00	0.00	4,000.00			
Total Earnings			27,840.50	Total Deductions	1,643.00	
Net Pay :					26,198.00	
NPS Contribution					0.00	

Registered Office address

Two Horizon Centre, Level 6, Wing B, Golf Course Road, DLF-5, Sector 43, Gurgaon 122002,
Haryana, India

For any query on Salary, please raise a ticket in Solvnow >> People Solutions >> My Pay >> Request Now.

Personal and Confidential.

This is a system generated statement and it does not require any signatures.



Convergys India Services Pvt. Ltd.
PAYSIL FOR THE MONTH OF APRIL - 2025

03-Jun-2025

Employee Code	103122520		Date of Joining	16-Dec-2024	
Employee Name	Ritesh Singh		Bank A/c No /Name	53011288366 / STANDARD	
Social Title	Representative, Operations		Payable Days	30.00	
Internal Title	Advisor I, Sales		Non Payable Days	0.00	
PF No.	GN/GGN/25204/557144		Attd. Arrear Days	0.00	
ESI No.			Current Month OT	8.50	
UAN	102154460368		Current Month SP	0.00	
PAN	PCLPS5524M		Current Month SSP	9.50	
PRAN No.					
EARNINGS				DEDUCTIONS	
Description	For the Month	Arrear	Total	Description	Amount
Basic Pay	13,360.00	0.00	13,360.00	Provident Fund Employee	1,603.00
House Rent Allowance	6,680.00	0.00	6,680.00	LWF Employee	34.00
Statutory Bonus	2,607.00	177.00	2,784.00		
Incentive	1,400.00	0.00	1,400.00		
Over Time	1,637.88	0.00	1,637.00		
Special Supplementary Pay	1,830.58	0.00	1,830.00		
Transport Allowance	4,000.00	0.00	4,000.00		
Total Earnings	31,692.46		Total Deductions	1,637.00	
Net Pay :					30,055.00
NPS Contribution					0.00

Registered Office address

Two Horizon Centre, Level 6, Wing B, Golf Course Road, DLF-5, Sector 43, Gurgaon 122002,
Haryana, India

For any query on Salary, please raise a ticket in Solvnow >> People Solutions >> My Pay >> Request Now.

Personal and Confidential.

This is a system generated statement and it does not require any signatures.



Convergys India Services Pvt. Ltd.
PAYSIL FOR THE MONTH OF MAY - 2025

03-Jun-2025

Employee Code	103122520			Date of Joining	16-Dec-2024	
Employee Name	Ritesh Singh			Bank A/c No /Name	53011288366 / STANDARD	
Social Title	Representative, Operations			Payable Days	31.00	
Internal Title	Advisor I, Sales			Non Payable Days	0.00	
PF No.	GN/GGN/25204/557144			Attd. Arrear Days	0.00	
ESI No.				Current Month OT	9.00	
UAN	102154460368			Current Month SP	0.00	
PAN	PCLPS5524M			Current Month SSP	0.00	
PRAN No.						
EARNINGS				DEDUCTIONS		
Description	For the Month	Arrear	Total	Description	Amount	
Basic Pay	13,360.00	0.00	13,360.00	Provident Fund Employee	1,603.00	
House Rent Allowance	6,680.00	0.00	6,680.00	LWF Employee	34.00	
Statutory Bonus	2,607.00	0.00	2,607.00			
Incentive	2,100.00	0.00	2,100.00			
Over Time	1,734.23	0.00	1,734.00			
R AND R	2,500.00	0.00	2,500.00			
Transport Allowance	4,000.00	0.00	4,000.00			
Total Earnings	32,981.23			Total Deductions	1,637.00	
Net Pay :					31,344.00	
NPS Contribution					0.00	

Registered Office address

Two Horizon Centre, Level 6, Wing B, Golf Course Road, DLF-5, Sector 43, Gurgaon 122002,
Haryana, India

For any query on Salary, please raise a ticket in Solvnow >> People Solutions >> My Pay >> Request Now.

Personal and Confidential.

This is a system generated statement and it does not require any signatures.

GRADUATION

I haven't done my Graduation	
College Name:	University of lucknow
College Location:	Lucknow
University Name:	University of lucknow
Major / Specialisation	International business
Course / Qualification:	BBA-IB
Part Time/ Full Time:	full_time
Roll Number / Register Number:	2110012035303
From:	01-09-2021
To:	15-06-2024
Marksheet	1
Provisional Certificate / Diploma / Other Certificates	
Degree Certificate	
I haven't done my Graduation	
College Name:	University of lucknow
College Location:	Lucknow
University Name:	University of lucknow
Major / Specialisation	International business
Course / Qualification:	BBA-IB
Part Time/ Full Time:	full_time
Roll Number / Register Number:	2110012035303
From:	01-09-2021
To:	15-06-2024
Marksheet	1
Provisional Certificate / Diploma / Other Certificates	
Degree Certificate	



S. No. 24107206000049

University of Lucknow

LUCKNOW (U.P.) INDIA

Accredited A++ by NAAC

RESULT SHEET : GRADE, CREDIT & SCORE

UNIVERSITY OF LUCKNOW, LUCKNOW



Roll No. : 2110012035303 Enrollment No. : 21201323
 Name of Student : RITESH SINGH
 Father's Name : LAL BABU
 Mother's Name : DURGAVATI
 Name of Examination : B.B.A. SEMESTER - VI EXAMINATION, JUNE - 2024
 Subject : INTERNATIONAL BUSINESS



Paper Code	Paper Title	Marks Obtained		Total Marks (100) Min.(40)	Credit Point Assigned (C)	Grade Points Awarded (G)	Credit Point Secured CG=GXC	Grade Awarded (Letters)
		Theory (75)	Int. Asst. (25)					
96011	ENTREPRENEURSHIP AND FAMILY BUSINESS - II	50	16	66	4.00	6.60	26.40	B+
96012	BUSINESS POLICY & STRATEGIC MANAGEMENT - II	46	19	65	4.00	6.50	26.00	B+
96013	E - COMMERCE	46	18	64	4.00	6.40	25.60	B+
96015	CORPORATE GOVERNANCE AND CORPORATE SOCIAL RESPONSIBILITY	38	20	58	4.00	5.80	23.20	B
96061	INTERNATIONAL MARKETING	48	16	64	4.00	6.40	25.60	B+
MP	MINOR PROJECT	Marks(100)		82	4.00	8.20	32.80	A

Grand Total Marks of Current Semester : 399 / 600

Total(C): 24.00 Total(CG) : 159.60

Total Credit Earned : 24.00

SGPA : 6.65

GRADE : B+

Total Credit Point	Total Credit	Credit Earned	SGPA	OBT/MAX	RESULT	
SEM 6 : 159.60	24.00	24.00	6.65	399/600	PASSED	
SEM 5 : 153.20	24.00	24.00	6.38	383/600	PASSED	
SEM 4 : 158.00	24.00	24.00	6.58	395/600	PASSED	CGPA : 6.29
SEM 3 : 144.40	24.00	24.00	6.02	361/600	PASSED	PASSED IN FIRST DIVISION
SEM 2 : 141.20	24.00	24.00	5.88	353/600	PASSED	
SEM 1 : 149.20	24.00	24.00	6.22	373/600	PASSED	



The entries in the University Marks Register shall be final in case of any discrepancy.



Compared and Checked by (with Name & Date)

567902

Dated : 22-06-2024, Lucknow

1.
2.

Controller of Examination
University of Lucknow, Lucknow

12TH STANDARD

I haven't done my 12th Standard	
School Name/College Name:	Navals national academy
School Location:	Gorakhpur
Board Name/University Name:	CBSE
Major Subjects	Accountancy, Business studies, economics, physical education, english
Course / Qualification:	Passed
Part Time/ Full Time:	full_time
Roll Number / Register Number:	23645866
From:	01-07-2019
To:	30-07-2021
Marksheet	1
I haven't done my 12th Standard	
School Name/College Name:	Navals national academy
School Location:	Gorakhpur
Board Name/University Name:	CBSE
Major Subjects	Accountancy, Business studies, economics, physical education, english
Course / Qualification:	Passed
Part Time/ Full Time:	full_time
Roll Number / Register Number:	23645866
From:	01-07-2019
To:	30-07-2021
Marksheet	1

044099

70507/00078

0318253

रजि. नं.
Regn.No.

R221/70507/0086

केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION
अंक विवरणिका सह प्रमाण पत्र
MARKS STATEMENT CUM CERTIFICATE
सीनियर स्कूल सर्टिफिकेट परीक्षा, 2021
SENIOR SCHOOL CERTIFICATE EXAMINATION, 2021



यह प्रमाणित किया जाता है कि

This is to certify that RITESH SINGH

अनुक्रमांक

Roll No. 23645866

माता का नाम

Mother's Name DURGAVATI SINGH

पिता/संरक्षक का नाम

Father's / Guardian's Name LAL BABU SINGH

विद्यालय

School 70507 NAVALS NATIONAL ACADEMY KUSHMI GORAKHPUR UP

की शैक्षणिक उपलब्धियां निम्नानुसार हैं has achieved Scholastic Achievements as under :

विषय कोड SUB. CODE	विषय SUBJECT	प्राप्तांक MARKS OBTAINED				स्थितीय ग्रेड POSITIONAL GRADE
		लिखित THEORY	प्रा./PR. स्टॉ. नं./IA	योग TOTAL	योग (शब्दों में) TOTAL (IN WORDS)	
301	ENGLISH CORE	058	020	078	SEVENTY EIGHT	C1
048	PHYSICAL EDUCATION	050	030	080	EIGHTY	B2
030	ECONOMICS	068	020	088	EIGHTY EIGHT	A2
054	BUSINESS STUDIES	072	020	092	NINETY TWO	A2
055	ACCOUNTANCY	049	020	069	SIXTY NINE	B2
500	WORK EXPERIENCE					A2
502	HEALTH & PHYSICAL EDUCATION					B1
503	GENERAL STUDIES					A2

संक्षिप्तों का अर्थ : Abbreviations

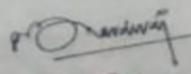
AB : अनुपस्थित Absent

IA : आंतरिक मूल्यांकन Internal Assessment

PR./PR. : प्राचोर्णिक/Practical

ER : अविद्यार्थी पुनरायुक्ति सभी विषयों में Essential Repeat in all subjects

परिणाम Result PASS


परीक्षा नियंत्रक
Controller of Examinations

दिल्ली Delhi
दिनांक Dated : 30-07-2021

सह-शिक्षक कार्यालयीय : सह-शिक्षक एवं अनुसंधान एवं शिक्षण विभाग द्वारा दिये गये यह एक द्वारा यहां प्राप्त शासकानुसार प्राप्त की जाती है।
Co-Scholastic Achievements : Grading for Co-Scholastic and Discipline area is being issued by the school as per format prescribed by the Board.
परिवर्तित विषय कोड में, परीक्षा परिणाम 100 अंकों के अंतर्गत दिया गया है।
In the changed subject code, the test result is given under 100 marks.

PROFESSIONAL REFERENCE 1

Name of the Person:	Dhananjay singh
Designation:	Associate analyst - I
Contact No:	+91 93361 74239
Email ID:	dhananjaysingh2001@gmail.com
Name of the Organisation:	Am Iright source
Name of the Person:	Dhananjay singh
Designation:	Associate analyst - I
Contact No:	+91 93361 74239
Email ID:	dhananjaysingh2001@gmail.com
Name of the Organisation:	Am Iright source

PROFESSIONAL REFERENCE 2

Name of the Person:	Rupesh singh
Designation:	CA intern
Contact No:	6390588316
Email ID:	Rupesh8027@gmail.com
Name of the Organisation:	Accenture
Name of the Person:	Rupesh singh
Designation:	CA intern
Contact No:	6390588316
Email ID:	Rupesh8027@gmail.com
Name of the Organisation:	Accenture

GRADUATION

University / Institute Name	University of lucknow
Course	BBA-IB
Specialization Major	International business
Start Date	2021-09-01
End Date	2024-06-22
Gap Status	0 years and 2 months

SENIOR SECONDARY

School Name	Navals national academy
Start Date	2019-07-01

SECONDARY

School Name	Navals national academy
Start Date	2017-07-03
End Date	2019-05-06

Employment Details

Years of Experience	0.6
No of Employment	1

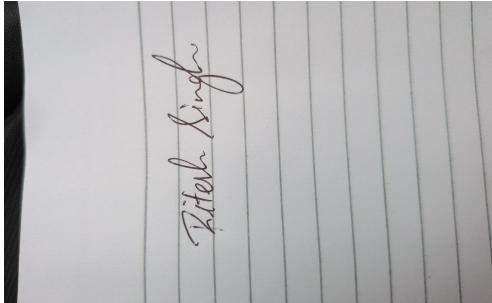
Employment (1)

Employment Type	employed
Start Date	2024-12-16
End Date	2025-06-02

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 handwritten signature in black ink, appearing to read "Ritesh Singh", is placed over a background of vertical grey lines.	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.