

# Background Verification Form

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

## Applicant's CV

### ALOK RANJAN SHARMA

+91 98211-53566 alokranjansharma21@gmail.com linkedin.com/in/alok-sharma

#### Experience

- ISKCON** 2020 - Present  
Accountant - Lakhimpur  
• Softwares such as tally, Ms Excel, Ms Word.  
• Review and analyze the balance sheet, income statement, cash flow statements, and variance narratives.  
• Prepare accurate, timely financial reports of all expenditures following the established schedule.  
• Reviewed and analyzed preliminary financial statements and month-end reports to with 100% accuracy
- Capgemini** 2017 - 2019  
Process Associate - Noida  
payroll of Capgemini  
• Us health care claims process  
• Works on Salesforce tool to process the claims
- Cogent E services** 2015 - 2017  
Process Associate - Analysing manufacturing processes for delays, obstacles and weaknesses  
• Troubleshooting processing problems  
• Solution and revert to customer on mail as per there queries  
• Advising on process advancements for production rates increment and quiry reduction  
• Assessing process tasks  
• Paytm & backend mailing process

#### Education

- B.Tech in Computer Science** June, 2011 - May 2015  
Invertis University , Bareilly
- HSC** 2010  
Green Field Academy
- SSC** 2008  
Green Field Academy

#### Accomplishments

- Received Best performance award in Paytm and Capgemini.
- Contributed to a good customer service and got recognition in good quality in dealing with customer.
- Established effective communication channels with team members and improved team collaboration and productivity.
- Created a daily schedule and improved time management, resulting in better productivity.

#### Skills

- Software skills - good in Ms Excel, Ms word-PowerPoint, English Typing.
- An effective communicator with excellent relationship building and interpersonal skills, strong analytical problem solving and organizational abilities. Possesses a flexible and detail oriented attitude.
- Strength - positive minded, believes nothing is impossible and fond of taking up challenges.
- Responsibility, Excellent Time management, Communication, Presentation and Leadership Skills.

#### Hobbies and Interests

- Outdoor Team Sports - Cricket, Badminton
- Travelling and exploring new things.
- Reading books and articles.
- Fundraising and Organizing events

Govt ID #1



## Personal Information

|                           |                     |
|---------------------------|---------------------|
| Full Name                 | Alok Ranjan Sharma  |
| Former Name / Maiden Name | na                  |
| Mobile Number             | 9821153566          |
| Father's Name             | mukta prasad Sharma |
| Spouse's Name             | N/A                 |
| Date of Birth             | 1992-12-24          |
| Gender                    | male                |
| Aadhar Card Number        | 814882921302        |
| Pan Card Number           | DEZPS9374M          |
| Nationality               | Indian              |
| Marital Status            | Single              |

## Permanent Address

|                          |  |
|--------------------------|--|
| Permanent Address        | hno. 123, Khatri tola, Kheri town, Lakhimpur Kheri |
| Pin Code                 | 262702   |
| Mobile Number            | 9821153564   |
| Current State            | Uttar Pradesh                                      |
| Current Landmark         | khatri tola  |
| Current Address Stay No. | 9627706723   |
| Nearest Police Station   | Kheri Town Police Station                          |

## Current Address

|                          |   |
|--------------------------|---|
| Current Address          | 115A, Lane-6, Defence colony, Sector 17A, Gurugram, Haryana |
| Pin Code                 | 122022  |
| Mobile Number            | 9821153566  |
| Current State            | Haryana   |
| Current Landmark         | Defence colony  |
| Current Address Stay No. | N/A   |
| Nearest Police Station   | police station Sector 17/18, gurugram                       |

## Declaration and Authorization

|      |  |
|------|--|
| Name |  |
| Date |  |

**Attach Signature.**

Alok Sharma

## LATEST EMPLOYMENT 1

|  |   |
|--|---|
| I am a Fresher and do not have any prior employment experience | 1 |
| Name of the Employer:  |   |
| Job Location:  |   |
| Employee ID:   |   |
| Designation:   |   |
| UAN Number:  |   |
| From Date:   |   |
| To Date:   |   |
| Name of the Reporting Manager:                                 |   |
| Manager's Contact No:  |   |
| Manager's Contact Email:                                       |   |
| Reasons for leaving:   |   |
| HR Name:   |   |
| HR Contact No:   |   |
| HR Email ID:   |   |
| Last Salary Drawn:   |   |
| Position Type:   |   |
| Agency Details:  |   |
| Resignation Acceptance   |   |
| Relieving Letter   |   |
| Latest 3 months pay slip                                       |   |

## EX EMPLOYMENT 2

|                                   |   |
|-----------------------------------|---|
| I haven't done my EX-EMPLOYMENT-2 | 1 |
| Name of the Employer:             |   |
| Job Location:                     |   |
| Employee ID:                      |   |
| Designation:                      |   |
| UAN Number:                       |   |
| From Date:                        |   |
| To Date:                          |   |
| Name of the Reporting Manager:    |   |
| Manager's Contact No:             |   |
| Manager's Contact Email:          |   |
| Reasons for leaving:              |   |
| HR Name:                          |   |
| HR Contact No:                    |   |
| HR Email ID:                      |   |
| Last Salary Drawn:                |   |
| Position Type:                    |   |
| Agency Details:                   |   |
| Resignation Acceptance            |   |
| Relieving Letter                  |   |
| Latest 3 months pay slip          |   |

## PREVIOUS EMPLOYMENT 3

|   |   |
|---|---|
| I haven't done my PREVIOUS EMPLOYMENT 3 | 1 |
| Name of the Employer:                   |   |
| Job Location:                           |   |
| Employee ID:                            |   |
| Designation:                            |   |
| UAN Number:                             |   |
| From Date:                              |   |
| To Date:                                |   |
| Name of the Reporting Manager:          |   |
| Manager's Contact No:                   |   |
| Manager's Contact Email:                |   |
| Reasons for leaving:                    |   |
| HR Name:                                |   |
| HR Contact No:                          |   |
| HR Email ID:                            |   |
| Last Salary Drawn:                      |   |
| Position Type:                          |   |
| Agency Details:                         |   |
| Resignation Acceptance                  |   |
| Relieving Letter                        |   |
| Latest 3 months pay slip                |   |

## PREVIOUS EMPLOYMENT 4

|   |   |
|---|---|
| I haven't done my PREVIOUS EMPLOYMENT 4 | 1 |
| Name of the Employer:                   |   |
| Job Location:                           |   |
| Employee ID:                            |   |
| Designation:                            |   |
| UAN Number:                             |   |
| From Date:                              |   |
| To Date:                                |   |
| Name of the Reporting Manager:          |   |
| Manager's Contact No:                   |   |
| Manager's Contact Email:                |   |
| Reasons for leaving:                    |   |
| HR Name:                                |   |
| HR Contact No:                          |   |
| HR Email ID:                            |   |
| Last Salary Drawn:                      |   |
| Position Type:                          |   |
| Agency Details:                         |   |
| Resignation Acceptance                  |   |
| Relieving Letter                        |   |
| Latest 3 months pay slip                |   |



## PREVIOUS EMPLOYMENT 5

|   |   |
|---|---|
| I haven't done my PREVIOUS EMPLOYMENT 5 | 1 |
| Name of the Employer:                   |   |
| Job Location:                           |   |
| Employee ID:                            |   |
| Designation:                            |   |
| UAN Number:                             |   |
| From Date:                              |   |
| To Date:                                |   |
| Name of the Reporting Manager:          |   |
| Manager's Contact No:                   |   |
| Manager's Contact Email:                |   |
| Reasons for leaving:                    |   |
| HR Name:                                |   |
| HR Contact No:                          |   |
| HR Email ID:                            |   |
| Last Salary Drawn:                      |   |
| Position Type:                          |   |
| Agency Details:                         |   |
| Resignation Acceptance                  |   |
| Relieving Letter                        |   |
| Latest 3 months pay slip                |   |

## 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:  | Invertis University |
| College Location:                                      | Bareilly            |
| University Name:                                       | Invertis University |
| Major / Specialisation                                 | BTech               |
| Course / Qualification:                                | Computer Science    |
| Part Time/ Full Time:                                  | full_time           |
| Roll Number / Register Number:                         | 1110303020          |
| From:  | 2011-07-01          |
| To:  | 2015-05-23          |
| Marksheet  | 0                   |
| 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:       | Green Field Academy             |
| School Location:                | Hargaon Sitapur UP              |
| Board Name/University Name:     | CBSE                            |
| Major Subjects                  | Mathematics, Physics, Chemistry |
| Course / Qualification:         | 12th STD                        |
| Part Time/ Full Time:           | full_time                       |
| Roll Number / Register Number:  | 5772206                         |
| From:                           | 2009-03-22                      |
| To:                             | 2010-03-12                      |
| Marksheet                       | 1                               |

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## PROFESSIONAL REFERENCE 1

|                           |                                |
|---------------------------|--------------------------------|
| Name of the Person:       | Varun Agrawal                  |
| Designation:              | Consultant                     |
| Contact No:               | 9416722690                     |
| Email ID:                 | varun.aggrawal@globallogic.com |
| Name of the Organisation: | Global Logic                   |

## PROFESSIONAL REFERENCE 2

|                           |                           |
|---------------------------|---------------------------|
| Name of the Person:       | Mohini Ghadiali           |
| Designation:              | Graphic designer          |
| Contact No:               | 7359361643                |
| Email ID:                 | mohini.ghadiali@gmail.com |
| Name of the Organisation: | Thumbstop Content         |

| GRADUATION                  |                      |
|-----------------------------|----------------------|
| University / Institute Name | Invertis University  |
| Course                      | Computer Science     |
| Specialization Major        | BTech                |
| Start Date                  | 2011-06-22           |
| End Date                    | 2015-05-22           |
| Gap Status                  | 1 years and 3 months |

Correspondence Graduation Details

| Correspondence              | University/Institute Name | Course | Specialization Major | Start Date | End Date |
|-----------------------------|---------------------------|--------|----------------------|------------|----------|
| Correspondence Graduation 1 | N/A                       | N/A    | N/A                  | N/A        | N/A      |

SENIOR SECONDARY

**SENIOR SECONDARY**

|             |                      |
|-------------|----------------------|
| School Name | Greenfield Academy   |
| Start Date  | 2009-03-01           |
| End Date    | 2010-03-12           |
| Gap Status  | 1 years and 0 months |



| SECONDARY   |                    |
|-------------|--------------------|
| School Name | Greenfield Academy |
| Start Date  | 2007-03-01         |
| End Date    | 2008-03-20         |

| Employment Deails   |   |
|---------------------|---|
| Years of Experience |   |
| No of Employment    | 0 |