

# Background Verification Form

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

## Applicant's CV

### AMBIKA SHARMA

Phone: +91 9522771101, Email: ambiakasharma25@gmail.com  
Address: Gwalior, Madhya Pradesh - 474011  
LinkedIn profile: www.linkedin.com/in/ambika-sharma-profile

#### OBJECTIVE

Driven business student with strong financial acumen and exposure to organizational experience, adept at analyzing financial data, optimizing resources and supporting strategic decision-making. Efficiently skilled at problem-solving and collaboration, seeking opportunities to enhance expertise and contribute to organizational growth.

#### EDUCATION

**Lovely Professional University, Punjab, India**  
Bachelor of Business Administration - General

- Academic Grade: 8.0/10.0 | Dean's list | Class Representative
- Concentration in Finance, Analytics | Legal aspects of business and Economics

Sep 2022 - Present

**Oxford Public School, Madhya Pradesh, India**  
Higher Secondary Education - Commercial Stream

- Cumulative Grade Point Average: 9.8/10.0 | Head Girl | Class Prefect | Volunteer
- Concentration in Accounting, Economics and Business Studies

Aug 2020 - April 2022

#### WORK EXPERIENCE

**Finance Intern at J&K Bank (Jammu and Kashmir Bank)**

- Assisted in customer engagement by processing insurance and registration certificate submissions for hypothecation vehicles and managed related documentation with 99% accuracy.
- Oversaw stock statement submissions and mitigated non-performing asset (NPA) risks by 95.5%.
- Developed a system for tracking and reporting on accounts, efficiently passing over 350 entries and ensuring accuracy in records, surpassing expectations.
- Pioneer a comprehensive project analyzing retail products of J&K Bank and HDFC Bank, delivering findings and suggestions for product enhancement.

June 2024 - July 2024

**People Operations Intern at Marpu Foundation**

- Structured a streamlined applicant screening process for a fundraising internship, evaluating over 460 applications.
- Designed a Google Form for application receiving, surpassing expectations with 100% data accuracy.
- Assisted in financial accuracy and event-related expertise to identify top 5.43% talent.
- Synchronized internal reporting decisions to ensure operational efficiency and contributed to increased fundraising revenue by optimizing team composition.

May 2023 - June 2023

#### SKILLS

- Hard Skills: Microsoft 365, Power BI, Python, Financial Statement Analysis, Due Diligence and Risk Management.
- Soft Skills: Effective Communication, Detail-Oriented, Organizational Skills, Critical Thinking, Analytical skills, Problem-Solving, Team Coordination, Decision-Making, Adaptability and Emotional Intelligence.

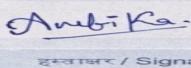
#### CERTIFICATIONS

- Modeling for Personal Finance and Business Plan Analysis (Centre of Professional Enhancement, LPU)
- Certificate in Financial Statement (Corporate Finance Institute)
- Introduction to Capital Budgeting (Great Learning)
- Financial Statement Analysis (Forage)
- Accounting by Koch Industries (Forage)
- Excel Skills by J.P. Morgan and Chase (Forage)

#### ADDITIONAL INFORMATION

- Relevant Courses: Financial Accounting, Fundamentals of Financial Management, Financial Statement Analysis, Business Law, Project Management, Accounting, Business Economics, Microsoft Personal Finance, Spreadsheet Modeling, Intermediate Communication Skills and Business Intelligence.
- Extra-Curriculars: Public Speaker at Student Organization Catalyst, Event Management Volunteer with Student Council, Public Speaker at Student Organization Catalyst, Event Management Volunteer with Student Council.
- Recognitions: Awarded as "Best Presenter" in a group presentation activity, bestowed with "Effective Communication Skills" at an extempore speaking event and honored with "Most Hardworking Child" recognition in my higher secondary.
- Languages: English (Bilingual Proficiency), Hindi (Native Proficiency) and Punjabi (Beginner's level).
- Interests: Reading (recent books were 'Atomic Habits' and 'The Power of Subconscious Mind'), writing (regular journals), listening to energizing music, practicing meditation and exploring things out of my comfort zone.

## Govt ID #1

आयकर विभाग INCOME TAX DEPARTMENT		भारत सरकार GOVT. OF INDIA	
₹- स्थायी लेखा संख्या कार्ड			
e - Permanent Account Number (e-PAN) Card			
TQBPS4014N			
नाम / Name	AMBIKA SHARMA		
माता का नाम / Mother's name	ANJU SHARMA		
जन्म की तारीख / Date of Birth	25/09/2004		
लिंग / Gender	Female		
 			
PAN Application is DIGITALLY SIGNED. This Card is Not Valid Unless Physically Signed.			
Validity unknown Digitally Signed by Income Tax Department Date : 17032025 165144 Reason : Document Signer Location : India			
<p>✓ Permanent Account Number (PAN) facilitate Income Tax Department linking of various documents, including payment of taxes, assessment, tax demand and tax audit, making of representations and case to the Income &amp; related other electronic information e.g. related to a taxpayer.</p> <p>✓ आयकर विभाग द्वारा आयकर विभाग दस्तावेजों को जानकारी का आसान संचयावाय व बहानी आदि भी शामिल है। विभाग की द्वारा, आकलन, कर मांग, टेक्स कारबाहा, मूल्यांकन और इलेक्ट्रॉनिक जानकारी का आसान संचयावाय व बहानी आदि भी शामिल है।</p> <p>✓ Quoting of PAN is now mandatory for several transactions specified under Income Tax Act, 1961 (Refer Rule 114B of Income Tax Rules, 1962)</p> <p>✓ Possessing or using more than one PAN is against the law &amp; may attract penalty of upto Rs. 10,000.</p> <p>✓ यह से अधिक स्थायी लेखा संख्या (पन) का स्वयं या उपयोग करता, कानून के विरुद्ध है और इसके लिए 10,000 रुपये तक का दंड लगाया जा सकता है।</p> <p>✓ This e-PAN card can be used for various e-PAN QR Code which is readable by a specific Android Mobile App. Keyword to search this specific Mobile App on Google Play Store is "PAN QR Code Reader". यह स्थायी लेखा संख्या (e-PAN) कार्ड में दर्जित क्यूआर कोड ग्रामिल है जो एक विशिष्ट एंड्रोइड मोबाइल ऐप द्वारा पठनीय है। Google Play Store पर इस विशिष्ट मोबाइल ऐप को खोजने के लिए कीवर्ड "PAN QR Code Reader" है।</p>			
			
			
In case this card is lost / found, kindly inform / return to : Income Tax Department, Plot No. 3, Sector 11, CBD Belapur, Navi Mumbai - 401 101, Maharashtra, India इस कार्ड के लालौ/पारा या कृपया सुनिश्चित करें/लौटाएं : आयकर विभाग, प्लॉट नं. 3, सेक्टर 11, सीडीबी बेलपुर, नवी मुंबई - 401 101, महाराष्ट्र, भारत			

## Personal Information

Full Name	AMBIKA SHARMA
Former Name / Maiden Name	NA
Mobile Number	9522771101
Father's Name	Bhavuk Sharma
Spouse's Name	N/A
Date of Birth	2004-09-25
Gender	female
Aadhar Card Number	532946169715
Pan Card Number	TQBPS4014N
Nationality	Indian
Marital Status	Single

## Permanent Address

Permanent Address	J-7, City centre, Site no. 1, Gwalior
Pin Code	474011
Mobile Number	9522771101
Current State	Madhya Pradesh
Current Landmark	Central Park Hotel
Current Address Stay No.	N/A
Nearest Police Station	Padav Police Station, Gwalior.

## Current Address

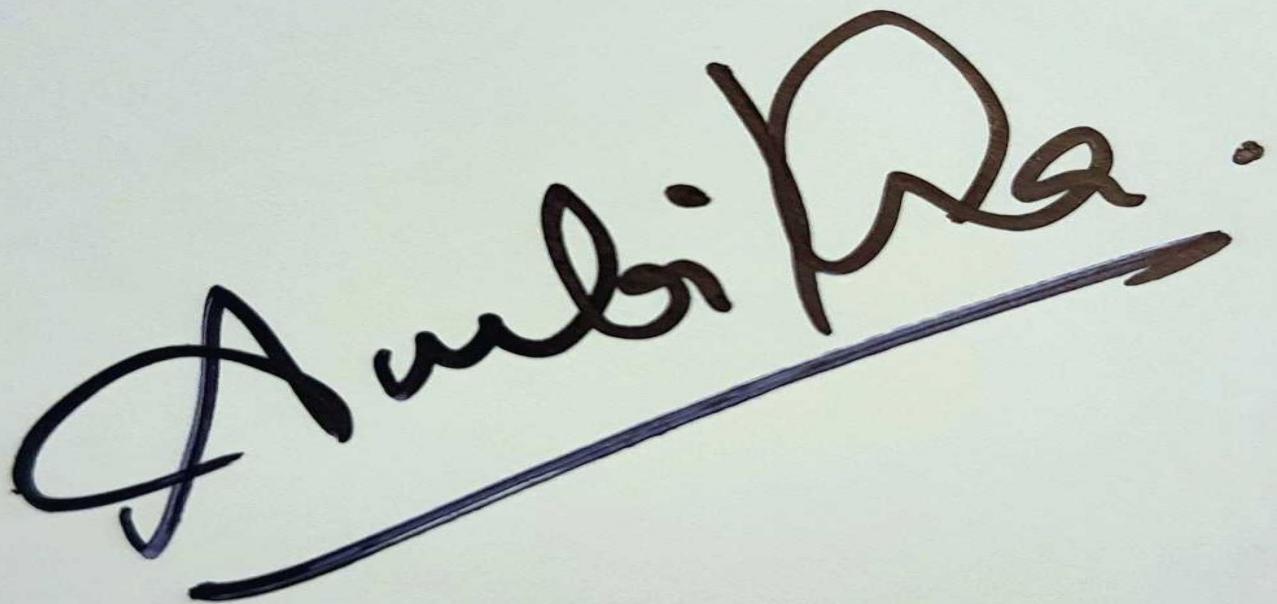
Current Address	J-7, City centre, Site no. 1, Gwalior
Pin Code	474011
Mobile Number	9522771101
Current State	Madhya Pradesh
Current Landmark	Central Park Hotel
Current Address Stay No.	N/A
Nearest Police Station	Padav Police Station, Gwalior.

## Declaration and Authorization

Name

Date

**Attach Signature.**



A handwritten signature in black ink, appearing to read "Ambika Ra.", is written over a blue horizontal line. The signature is fluid and cursive, with a large, expressive loop on the 'i' of 'Ra.'

## 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	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	

## 12TH STANDARD

I haven't done my 12th Standard	
School Name/College Name:	Oxford Public School
School Location:	Shivpuri Jhansi Link Road, Gwalior, Madhya Pradesh
Board Name/University Name:	CBSE
Major Subjects	Accountancy, Economics, Business Studies, English and Physical Education.
Course / Qualification:	PASS
Part Time/ Full Time:	full_time
Roll Number / Register Number:	19621743
From:	2021-04-01
To:	2022-03-30
Marksheet	1

[Click to open the file](#)

## PROFESSIONAL REFERENCE 1

Name of the Person:	Dr. Abhay Grover
Designation:	Assistant Professor
Contact No:	9501200889
Email ID:	msb(tpc@lpu.co.in
Name of the Organisation:	Lovely Professional University

## PROFESSIONAL REFERENCE 2

Name of the Person:	Dr. Jagdeep Singh Arora
Designation:	Assistant Director
Contact No:	8146370718
Email ID:	jagdeep.arora@lpu.co.in
Name of the Organisation:	Lovely Professional University

## GRADUATION

University / Institute Name	Lovely Professional University
Course	Bachelors of Business Administration
Specialization Major	Business Analytics and English
Start Date	2022-09-19
End Date	2025-06-30
Gap Status	0 years and 6 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	Oxford Public School
Start Date	2021-04-01
End Date	2022-03-30
Gap Status	1 years and 1 months

## SECONDARY

School Name	Oxford Public School
Start Date	2019-04-01
End Date	2020-03-30

## Employment Details

Years of Experience	
No of Employment	0