

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: ambikaasharma25@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

Sep 2022 - Present

- Bachelors of Business Administration - General
- Cumulative Grade Point Average: 8.04/10 | Dean's list | Class Representative
- Concentration in Finance, Analytics, Legal aspects of business and Economics

Oxford Public School, Madhya Pradesh, India

Aug 2020 - April 2022

- Higher Secondary Education - Commerce Stream
- Cumulative Grade Point Average: 7.98/10 | Head Girl | Class Prefect | Volunteer
- Concentration in Accounting, Economics and Business Studies

WORK EXPERIENCE

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

June 2024 - July 2024

- Fostered customer engagement by ensuring insurance and registration certificate submissions for
- hypothesized vehicles and managed relevant documentation with 99% accuracy.
- Oversaw stock statement submissions and mitigated non-performing asset (NPA) risks by 95.5%.
- Organized the stock insurance register for cash credit accounts, efficiently passing over 350 entries and ensuring accuracy in records, surpassing expectations.
- Pioneered a comprehensive project analyzing retail products of J&K Bank and HDFC Bank, delivering findings and generating strategic recommendations for enhancement.

People Operations Intern at Marpu Foundation

May 2023 - June 2023

- Structured a streamlined applicant screening process for a fundraising internship, evaluating over 460 candidates, ensuring alignment with organizational goals.
- Designed a Google Form for application receiving, surpassing expectations with 100% data accuracy.
- Assessed applicant's financial acumen and event-related expertise to identify top 5.43% talent.
- Synchronized impactful recruitment decisions that enhanced operational efficiency and contributed to increased fundraising revenue by optimizing team composition.

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

- Modelling 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)
- Wealth and Personal Banking by HSBC (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 Mathematics and Statistics, Cost and Management Accounting, Business Economics, Microfinance, Personal Finance, Spreadsheet Modeling, Intermediate Communication Skills and Business Intelligence.
- Extra-Curriculars:** Public Speaker at Student Organization Catalyst, Event Management Volunteer with Student Organization Ignite and Community Development Project.
- 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	
ई- स्थायी लेखा संख्या कार्ड e - Permanent Account Number Card (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		
 हस्ताक्षर / Signature		 Validity unknown Digitally signed by Income Tax Department Date : 17/09/2025 10:14 Reason : Government 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 arrears, matching of information and easy maintenance & retrieval of electronic information etc. relating to a taxpayer.</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) आयकर अधिनियम, 1961 के तहत विभिन्न कार्य लेन-देन के लिए स्थायी लेखा संख्या (पीएन) का उल्लेख अब अनिवार्य है (आयकर विभाग, 1962 के नियम 114B, का संदर्भ लें)</p> <p>✓ Possessing or using more than one PAN is against the law & may attract penalty of upto Rs. 10,000.</p> <p>✓ एक से अधिक स्थायी लेखा संख्या (पीएन) का रखना या उपयोग करना, कानून के विरुद्ध है और इसके लिए 10,000 रुपये तक का दंड लगाया जा सकता है।</p> <p>✓ This e-PAN Card contains Enhanced 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".</p> <p>इस ई-स्थायी लेखा संख्या (e-PAN) कार्ड में वर्णित अनुसार कोड शामिल है जो एक विशिष्ट एंड्रॉइड मोबाइल ऐप द्वारा पठनीय है। Google Play Store पर इस विशिष्ट मोबाइल ऐप को खोजने के लिए कीवर्ड "PAN QR Code Reader" है।</p>			
आयकर विभाग INCOME TAX DEPARTMENT		भारत सरकार GOVT. OF INDIA	
e - Permanent Account Number Card TQBPS4014N			
नाम / Name AMBIKA SHARMA माता का नाम / Mother's Name ANJU SHARMA जन्म की तारीख / Date of Birth 25/09/2004		In case this card is lost / found, kindly inform / return to : Income Tax PAN Services Unit, CIT-1132, Plot No. 3, Sector 11, CBD Belapur, New Mumbai - 400 614. इस कार्ड के खोने/पाने पर कृपया सूचित करें/सीमेंट : Income Tax PAN Services Unit, CIT-1132, प्लॉट नं. 3, सेक्टर 11, सीडी बेलापुर, नयी मुंबई-400 614.	

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.

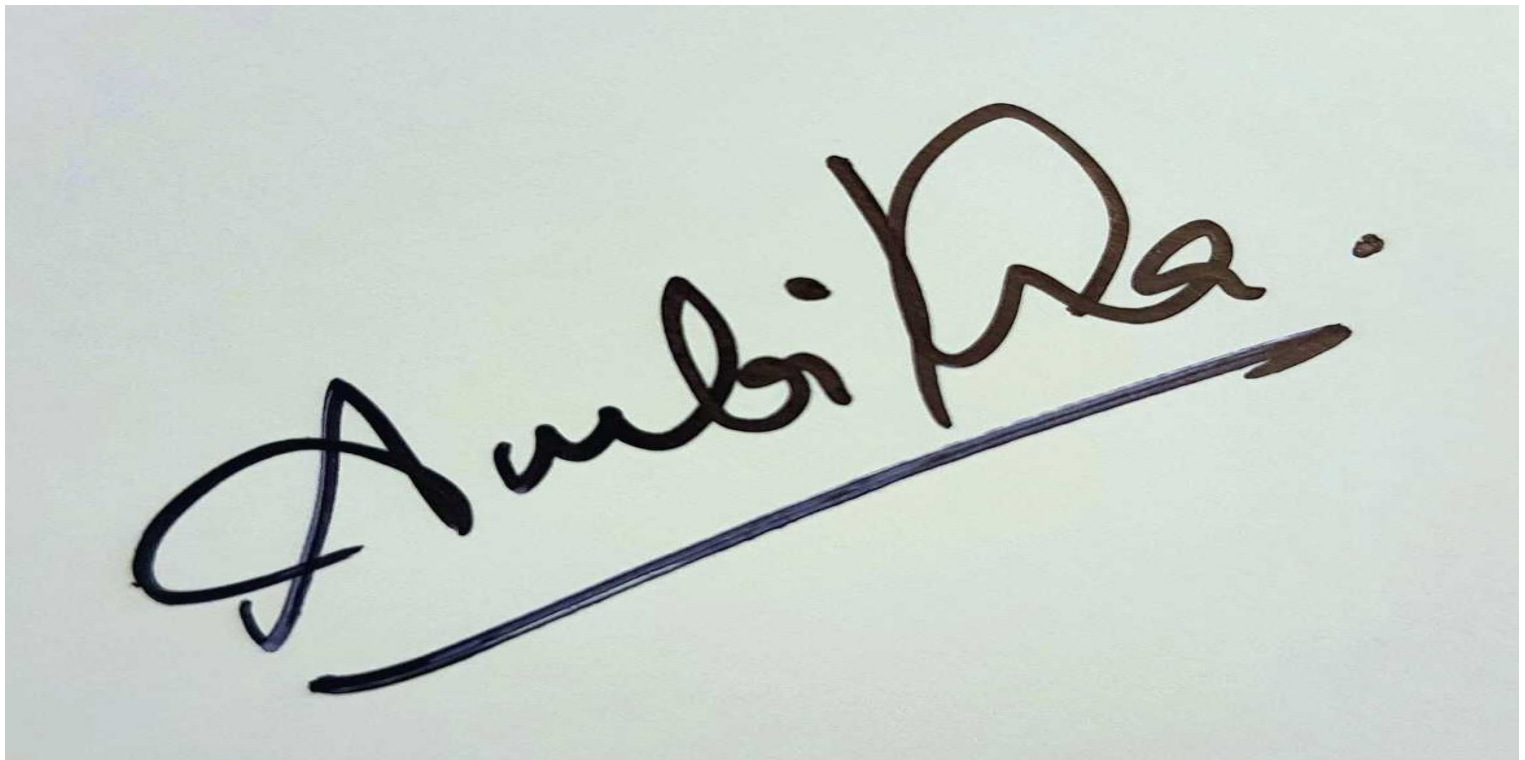
Current Address

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 dark ink on a light green background. The signature is written in a cursive style and appears to read "Sulbi Ra." followed by a long, sweeping horizontal line that extends across the width of the signature.

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 Deails

Years of Experience	
No of Employment	0