

# Background Verification Form

Company name: AML RIGHTSOURCE INDIA PVT LTD NOIDA VPM  
Place of Application: NORMAL BGV(EMPLOYMENT)

## Applicant's CV

### Seema Rani

#### BBA GRADUATE

A dedicated Management graduate with a strong aptitude for numbers, financial data analysis, and effective communication. Equipped with a blend of analytical and compliance skills essential for thriving in corporate environments. Passionate about contributing to risk management and operational efficiency through strategic insights and collaborations. With a proactive mindset and adaptability, I am eager to bring value to a dynamic workplace by supporting regulatory adherence, compliance operations, and organizational success, while continually growing both personally and professionally.

✉ seemaranir98714@gmail.com ☎ 9871451461 🌐 Delhi, India LinkedIn <https://linkedin.com/in/seema-rani-8119b134a>

**EDUCATION**

**Bachelor of Business Administration**  
Sri Guru Tegh Bahadur Institute of Management and Information Technology, IP University  
10/2022 - 05/2025 7.76 CGPA

**Class 12th (Commerce)**  
Kendriya Vidyalaya, Gole Market, New Delhi 70.7%  
04/2021 - 03/2022

**Class 10th**  
Kendriya Vidyalaya, Gole Market, New Delhi 77.9%  
04/2019 - 05/2020

**WORK EXPERIENCE**

**Finance Intern**  
Insplore TLS Consultant Pvt. Ltd  
06/2024 - 08/2024  
Accomplished tasks

- Conducted financial data analysis to identify discrepancies, risks, and areas of compliance for reporting.
- Assisted in preparing financial reports, budgets, and payroll records with accuracy and confidentiality.
- Supported internal financial compliance checks, ensuring adherence to financial and regulatory policies.
- Researched and applied compliance standards in financial reporting and operational processes.
- Collaborated with finance team to improve reporting accuracy and process efficiency.

**SKILLS**

Financial Data Analysis & Reporting, Risk Assessment, Regulatory Knowledge, Problem Solving, Critical Thinking, MS Office (Excel, Word, PowerPoint), Communication & Team Collaboration

**CERTIFICATES**

SEBI Investor Certification, NISM, Training & Development, NPTEL, Entrepreneurship, NPTEL, Digital Marketing Workshop, DIDM

**LANGUAGES**

ENGLISH: Full Professional Proficiency, HINDI: Full Professional Proficiency

**HOBBIES**

Reading Business & Finance Articles, Yoga & Meditation, Problem-Solving Puzzles & Brain Games, Cooking, Travelling & Exploring Cultures

Govt ID #1



## Personal Information

Full Name	SEEMA RANI
Former Name / Maiden Name	N/A
Mobile Number	9871451461
Father's Name	UMA SHANKAR MANDAL
Spouse's Name	N/A
Date of Birth	22-01-2005
Age	20 years 9 months
Gender	female
Alternative Mobile Number	9911581682
Aadhar Card Number	484645358875
Aadhar Card Number	9911581682
Pan Card Number	HMJPR2351R
Nationality	INDIAN
Marital Status	Single

## Permanent Address

House no	60/1
Street	RAILWAY COLONY SUBZI MANDI
District	N/A
City	DELHI
State	DL
Pincode	110007

## Current Address

House no	60/1
Street	RAILWAY COLONY SUBZI MANDI
District	N/A
City	DELHI
State	DL
Pincode	110007

## GRADUATION

I haven't done my Graduation	
College Name:	Sri Guru Tegh Bahadur Institute of Management and Information Technology
College Location:	Adjacent to Gurudwara Nanak Piao, state Bank Colony , Near Model Town Metro Station ,Delhi - 110009
University Name:	Guru Gobind Singh Indraprastha University
Major / Specialisation	BBA (General)
Course / Qualification:	Bachelor of Business Administration
Part Time/ Full Time:	full_time
Roll Number / Register Number:	07990201722
From:	01-10-2022
To:	31-05-2025
Marksheet	1
Provisional Certificate / Diploma / Other Certificates	1
Degree Certificate	0
I haven't done my Graduation	
College Name:	Sri Guru Tegh Bahadur Institute of Management and Information Technology
College Location:	Adjacent to Gurudwara Nanak Piao, state Bank Colony , Near Model Town Metro Station ,Delhi - 110009
University Name:	Guru Gobind Singh Indraprastha University
Major / Specialisation	BBA (General)
Course / Qualification:	Bachelor of Business Administration
Part Time/ Full Time:	full_time
Roll Number / Register Number:	07990201722
From:	01-10-2022
To:	31-05-2025
Marksheet	1
Provisional Certificate / Diploma / Other Certificates	1
Degree Certificate	0

[Click to open the file](#)

## 12TH STANDARD

I haven't done my 12th Standard	
School Name/College Name:	Kendriya Vidyalaya , Gole Market
School Location:	GATE NO. 6, Park Street, Behind, Ram Manohar Lohia Hospital, Gole Market, New Delhi, Delhi 110001
Board Name/University Name:	Central Board of Secondary Education (CBSE)
Major Subjects	Commerce
Course / Qualification:	12th Standard (CBSE)
Part Time/ Full Time:	full_time
Roll Number / Register Number:	14616688
From:	01-04-2021
To:	31-03-2022
Marksheet	1
I haven't done my 12th Standard	
School Name/College Name:	Kendriya Vidyalaya , Gole Market
School Location:	GATE NO. 6, Park Street, Behind, Ram Manohar Lohia Hospital, Gole Market, New Delhi, Delhi 110001
Board Name/University Name:	Central Board of Secondary Education (CBSE)
Major Subjects	Commerce
Course / Qualification:	12th Standard (CBSE)
Part Time/ Full Time:	full_time
Roll Number / Register Number:	14616688
From:	01-04-2021
To:	31-03-2022
Marksheet	1

0158350

89001/00110

1046350

रजि. नं.  
Regn.No. D222/89001/0112

केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION  
अंक विवरणिका सह प्रमाण पत्र  
MARKS STATEMENT CUM CERTIFICATE  
सीनियर स्कूल सर्टिफिकेट परीक्षा, 2022  
SENIOR SCHOOL CERTIFICATE EXAMINATION, 2022



यह प्रमाणित किया जाता है कि

This is to certify that **SEEMA RANI**

अनुक्रमांक

Roll No. **14616688**

माता का नाम

Mother's Name **RINKU MANDAL**

पिता/संरक्षक का नाम

Father's / Guardian's Name **UMA SHANKAR MANDAL**

विद्यालय

School **89001 KV ROBERT SQUARE GOLE MARKET NEW DELHI**

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. ज्ञ.म्./IA	योग TOTAL	योग (शब्दों में) TOTAL (IN WORDS)	
301	ENGLISH CORE	050	020	070	SEVENTY	C2
030	ECONOMICS	049	020	069	SIXTY NINE	B2
054	BUSINESS STUDIES	043	018	061	SIXTY ONE	C2
055	ACCOUNTANCY	043	018	061	SIXTY ONE	C1
065	INFORMATICS PRAC. (NEW)	053	029	082	EIGHTY TWO	B2
048	PHYSICAL EDUCATION	048	030	078	SEVENTY EIGHT	C1
500	WORK EXPERIENCE					A1
502	HEALTH & PHYSICAL EDUCATION					A1
503	GENERAL STUDIES					A1

परिणाम Result : **PASS**

परीक्षा नियंत्रक  
Controller of Examinations

दिल्ली Delhi

दिनांक Dated : **22-07-2022**

सह-शैक्षणिक उपलब्धियां : सह-शैक्षणिक एवं अनुशासन क्षेत्र में ग्रेडिंग विद्यालय द्वारा अपने स्तर पर बोर्ड द्वारा जारी प्राप्तपत्रान्तराल प्रदान 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.

## 10TH STANDARD

I haven't done my 10TH Standard	
School Name/College Name:	Kendriya Vidyalaya , Gole Market
School Location:	GATE NO. 6, Park Street, Behind, Ram Manohar Lohia Hospital, Gole Market, New Delhi, Delhi 110001
Board Name/University Name:	Central Board of Secondary Education (CBSE)
Major Subjects	General ( All Subjects)
Course / Qualification:	10th standard ( CBSE)
Part Time/ Full Time:	full_time
Roll Number / Register Number:	14180569
From:	01-04-2019
To:	31-03-2020
Marksheet	1
I haven't done my 10TH Standard	
School Name/College Name:	Kendriya Vidyalaya , Gole Market
School Location:	GATE NO. 6, Park Street, Behind, Ram Manohar Lohia Hospital, Gole Market, New Delhi, Delhi 110001
Board Name/University Name:	Central Board of Secondary Education (CBSE)
Major Subjects	General ( All Subjects)
Course / Qualification:	10th standard ( CBSE)
Part Time/ Full Time:	full_time
Roll Number / Register Number:	14180569
From:	01-04-2019
To:	31-03-2020
Marksheet	1

1278065

89001/00161

क्र. : एस.एस.ई./2020/  
S.No. : S S E / 2020/

1278065

रज. नं.  
Regn.No. D120/65860/0269

केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION  
अंक विवरणिका सह प्रमाण पत्र  
MARKS STATEMENT CUM CERTIFICATE  
माध्यमिक विद्यालय परीक्षा, 2020  
SECONDARY SCHOOL EXAMINATION, 2020



यह प्रमाणित किया जाता है कि  
This is to certify that SEEMA RANI

अनुक्रमांक  
Roll No. 14180569

माता का नाम  
Mother's Name RINKU MANDAL

पिता/संरक्षक का नाम  
Father's / Guardian's Name UMA SHANKAR MANDAL

जन्म तिथि  
Date of Birth 22-01-2005 22ND JANUARY TWO THOUSAND FIVE

विद्यालय  
School 89001- KV ROBERT SQUARE GOLE MARKET NEW DELHI

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	आ०. मू० I A/ P.T. PR.	योग TOTAL	योग (शब्दों में) TOTAL (IN WORDS)	
184	ENGLISH LANG & LIT.	052	020	072	SEVENTY TWO	C1
002	HINDI COURSE-A	062	020	082	EIGHTY TWO	B1
241	MATHEMATICS BASIC	055	020	075	SEVENTY FIVE	B1
086	SCIENCE	048	019	067	SIXTY SEVEN	B1
087	SOCIAL SCIENCE	069	020	089	EIGHTY NINE	A2

संक्षिप्तयों का अर्थ : Abbreviations

AB : अनुपस्थित Absent

IA : आंतरिक मूल्यांकन Internal Assessment

PR. / PR. : प्रायोगिक / Practical

ER : अनिवार्य पुनरावृत्ति सभी विषयों में

Essential Repeat in all subjects

दिल्ली Delhi

दिनांक Dated : 15-07-2020

परिणाम Result PASS

परीक्षा नियंत्रक  
Controller of Examinations

सह-शैक्षणिक उपलब्धियां : सह-शैक्षणिक एवम् अनुशासन क्षेत्र में ग्रेडिंग विद्यालय द्वारा अपने स्तर पर बोर्ड द्वारा जारी प्रारूपनुसार प्रदान 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.

## GRADUATION

University / Institute Name

Guru Gobind Singh Indraprastha University

## SECONDARY

School Name	Kendriya Vidyalaya , Gole Market
Start Date	2019-04-01
End Date	2020-03-31
End Date	2025-05-31
<b>Employment Details</b>	
Years of Experience	
No of Employment	0

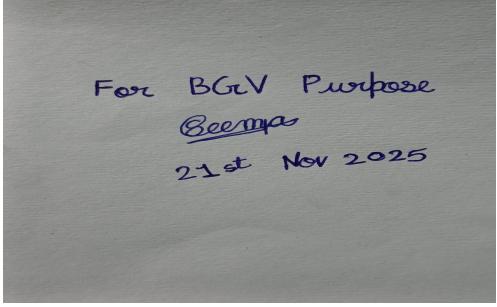
## SENIOR SECONDARY

School Name	Kendriya Vidyalaya , Gole Market
Start Date	2021-04-01
End Date	2022-03-31
Gap Status	1 years and 1 months

## 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.

Seema Rani	 For BGV Purpose Seema 21st Nov 2025	20-11-2025
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](mailto:onboarding@goldquestglobal.in). Additionally, you can reach out to us at [onboarding@goldquestglobal.in](mailto:onboarding@goldquestglobal.in).