

# Background Verification Form

Company name: AML RIGHTSOURCE INDIA PVT LTD NOIDA UP India Purpose of Application: NORMAL BGV(EMPLOYMENT)

## Applicant's CV



### SHIVAM KUMAR

Experienced professional specializing in insurance operations. Proficient in Quality Assurance for the team under based Property and Causality Insurance ability to streamline operations, improve efficiency, and enhance client satisfaction. Skilled in data analysis, system optimization, and ensuring compliance with regulatory standards. Dedicated to delivering high-quality backed support to insurance operations, contributing to the overall success of the organization.

**EXPERIENCE** - AUGUST 2022 – CURRENT

**SENIOR PROCESS ASSOCIATE – TRANSACTIONS, GENPACT PVT. LTD.**

- Responsible for quality audit for team members of final business.
- Research on Ad-hoc & Rush requests in given TAT on a daily basis from the client.
- Regularly audit cash application, invoice transactions to identify errors or discrepancies in billing, tax, charges.
- Responsible for disbursement, reconciliation, reversal, invoice maintenance.
- Review AR invoice billing aging to ensure compliance and renewal contract.
- Client payment analysis, tracking & updating records via invoices.
- Maintain and update account receivables client files & records.
- Handling premium account service client for cash on account and invoice to cash.
- Clarify requests, provide updates and resolve issues then publish to the upper-level management on daily basis.
- Confirmation of the unidentified payment from the client and settle accordingly to the request.
- Payment can be from U.S. Bank, City Bank, Bank of America, HSBC and Wells Fargo Bank then use the transaction details for verification and to allocate the funds for the authentic client.

#### **Accomplishment:**

- Certified Domain Expert** – Insurance Essential by The Institute Knowledge Group (U.S)
- 2 times Golden Star winner for best employee in RNR.
- Distribution of work among team member. Preparing data consolidation report & data productivity report by EOD.
- Responsible for the mentoring of new hire, taking initiative as IT spoke to help at the IT crisis on the floor.
- Resolving queries of the team members on daily basis.

**PROJECT CO-ORDINATOR** – TABHOTELS, Dec 2021- July 2022

Ensuring excellent corporate financial services by addressing vendor's inquiries, resolving payment issues, and providing a seamless experience with financial transactions.

#### **SUPPLY CHAIN MANAGEMENT:**

Key account management of multiple vendors, handling all escalations part and solving the queries related to big payments, to manage the operational things as well as business alignment for B2B.

#### **FINANCE DOCUMENTATION:**

Maintained project documentation, including financial invoicing billing transactions reports, balance sheets, budget & plans.

#### **INVENTORY MANAGEMENT:**

Assisting in managing inventories by tracking stock levels, ensuring vendor's inventories are stocked, and helping with inventory counts with final financial budget.

#### **Sales Support:**

Supporting the sales team by facilitating sales transactions, handling billing, and managing returns or exchanges.

#### **Quality Assurance:**

Ensure that all project deliverables meet the required standards and quality in specified budget.

#### **EDUCATION**

**MBA** - Doon Business School | Dehradun (2019-2021)

**BBA** - Patna University | Patna (2016-2019)

#### CONTACT

Mayur Vihar 1, New Delhi  
+91-8651627571  
shivamsaurabh099@gmail.com  
<https://www.linkedin.com/in/shivam-kumar-a30198199>  
DOB- 25-07-1999

#### SKILLS

- Invoice to Cash
- Cash Application
- Order to Cash
- Underwriting
- SAP ERP
- Investment banking
- Financial analysis
- AML/KYC
- Team management
- Scenario Interpretation
- MS Office suite
- Data management
- Compliance Management
- Client service orientation

#### LEADERSHIP

Proven ability to lead cross-functional teams in developing and implementing streamlined finance processes within a complex matrix structure organization that improve operational efficiency, reduce costs, and enhance client satisfaction. Strong communication, collaboration, and problem-solving skills enable effective stakeholder management and successful project outcomes.

Govt ID #1

आयकर विभाग  
INCOME TAX DEPARTMENT  
भारत सरकार  
GOVT. OF INDIA

स्थायी लेखा संख्या कार्ड  
Permanent Account Number Card  
EFYPK9301B

नाम / Name  
SHIVAM KUMAR

पिता का नाम / Father's Name  
KRISHAN BHARI PRASAD

जन्म की तारीख /  
Date of Birth  
25/07/1999

हस्ताक्षर / Signature  
Shivam Kumar

20102023

## Personal Information

Full Name	Shivam Kumar
Former Name / Maiden Name	Shivam
Mobile Number	8651627571
Father's Name	Krishna Bihari Prasad
Spouse's Name	N/A
Date of Birth	25-07-1999
Age	26 years 4 months
Gender	male
Alternative Mobile Number	9772675165
Aadhar Card Number	475282225821
Aadhar Card Number	8651627571
Pan Card Number	EFYPK9301B
Nationality	Indian
Marital Status	Single

## Permanent Address

House no	H.no. 39
Street	KC College Road
District	Revelganj
City	Chapra
State	BR
Pincode	841305

## Current Address

House no	F101, Gali number 8
Street	F Block
District	Pandav nagar, Samaspur
City	East Delhi
State	DL
Pincode	110091

## LATEST EMPLOYMENT 1

I am a Fresher and do not have any prior employment experience	
Name of the Employer:	Genpact India Pvt Ltd
Job Location:	Noida 135 Candor techplace
Employee ID:	703335049
Designation:	Senior Process Associate
UAN Number:	101670862139
From Date:	19-08-2022
To Date:	30-10-2025
Name of the Reporting Manager:	Karan kalsi
Manager's Contact No:	9999388079
Manager's Contact Email:	karan.kalsi@genpact.com
Reasons for leaving:	Personal reason - Night Shift
HR Name:	Prateesh Kapoor
HR Contact No:	9899107078
HR Email ID:	prateesh.kapoor@genpact.com
Last Salary Drawn:	69920
Position Type:	permanent
Current Status:	relieved_completed_fnf
Agency Name (if third party):	NA
Agency Details:	NA
Resignation Acceptance	1
Relieving Letter	1
Latest 3 months pay slip	1
I am a Fresher and do not have any prior employment experience	
Name of the Employer:	Genpact India Pvt Ltd
Job Location:	Noida 135 Candor techplace
Employee ID:	703335049
Designation:	Senior Process Associate
UAN Number:	101670862139
From Date:	19-08-2022
To Date:	30-10-2025
Name of the Reporting Manager:	Karan kalsi



## LATEST EMPLOYMENT 1

Manager's Contact No:	9999388079
Manager's Contact Email:	karan.kalsi@genpact.com
Reasons for leaving:	Personal reason - Night Shift
HR Name:	Prateesh Kapoor
HR Contact No:	9899107078
HR Email ID:	prateesh.kapoor@genpact.com
Last Salary Drawn:	69920
Position Type:	permanent
Current Status:	relieved_completed_fnf
Agency Name (if third party):	NA
Agency Details:	NA
Resignation Acceptance	1
Relieving Letter	1
Latest 3 months pay slip	1

[Click to open the file](#)

## EX EMPLOYMENT 2

I haven't done my EX-EMPLOYMENT-2	
Name of the Employer:	FabHotels
Job Location:	Gurugram
Employee ID:	CS03018
Designation:	Project Coordinator
UAN Number:	NA
From Date:	15-12-2021
To Date:	20-07-2022
Name of the Reporting Manager:	Manas Kakoti
Manager's Contact No:	9958588453
Manager's Contact Email:	NA
Reasons for leaving:	Father health and Layoff was going So I left.
HR Name:	Anu priya
HR Contact No:	9136741008
HR Email ID:	hr@companyname.com
Last Salary Drawn:	25000
Position Type:	Permanent
Agency Details:	NA
Resignation Acceptance	1
Relieving Letter	1
Latest 3 months pay slip	0
I haven't done my EX-EMPLOYMENT-2	
Name of the Employer:	FabHotels
Job Location:	Gurugram
Employee ID:	CS03018
Designation:	Project Coordinator
UAN Number:	NA
From Date:	15-12-2021
To Date:	20-07-2022
Name of the Reporting Manager:	Manas Kakoti
Manager's Contact No:	9958588453
Manager's Contact Email:	NA

## EX EMPLOYMENT 2

Reasons for leaving:	Father health and Layoff was going So I left.
HR Name:	Anu priya
HR Contact No:	9136741008
HR Email ID:	hr@companyname.com
Last Salary Drawn:	25000
Position Type:	Permanent
Agency Details:	NA
Resignation Acceptance	1
Relieving Letter	1
Latest 3 months pay slip	0



Date : 22<sup>nd</sup> Jul 2022

**TO WHOM SO EVER IT MAY CONCERN**

This is to certify that **Mr. Shivam Kumar** (Emp Code:CS03018) was working with us as “**Project Coordinator**” in our **Catalyst** department at our **Gurgaon** Location from **15<sup>th</sup> Dec 2021** to **20<sup>th</sup> Jul 2022**. During his tenure with us, we found him hardworking, sincere and a good team player.

We wish him best for all his future endeavors.

For **Casa2 Stays Pvt. Ltd.**

A handwritten signature in black ink, appearing to read 'Neha', with a stylized flourish at the end.

**Neha Sharma**  
**Director - HR**



## POST GRADUATION

I haven't done my Post Graduation	0
College Name:	Doon Business School
College Location:	Dehradun
University Name:	Uttarakhand Technical University
Major / Specialisation	Marketing
Course / Qualification:	MBA
Part Time/ Full Time:	full_time
Roll Number / Register Number:	0191MBA278
From (Approx):	16-08-2019
To (Approx):	10-07-2021
Current State:	completed
Marksheet	1
Provisional Certificate / Diploma / Other Certificates	1
Degree Certificate	1
I haven't done my Post Graduation	0
College Name:	Doon Business School
College Location:	Dehradun
University Name:	Uttarakhand Technical University
Major / Specialisation	Marketing
Course / Qualification:	MBA
Part Time/ Full Time:	full_time
Roll Number / Register Number:	0191MBA278
From (Approx):	16-08-2019
To (Approx):	10-07-2021
Current State:	completed
Marksheet	1
Provisional Certificate / Diploma / Other Certificates	1
Degree Certificate	1



4614

Sl.No. 2022/ U.T.U/4614/24

M.C. No. ....

VEER MADHO SINGH BHANDARI



Registered

**UTTARAKHAND TECHNICAL UNIVERSITY  
DEHRADUN****MIGRATION CERTIFICATE**

Shri / Km. / Smt. Shivam Kumar  
Father's Name Shri Krishna Bihari Prasad  
Mother's Name Smt. Jaya Devi  
Date of Birth 25/02/1999 Enrolment No. 190000500642

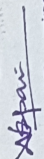
is informed that this University has no objection to his / her migrating to another University. The last examination appeared / not appeared / passed/failed/absent by him/her from this University was.

Master of Business Administration

Examination in 2021 after having attended a regular course of study / ex-student.

Dehradun

Dated 19/12/2024

  
Controller of Examination  
Veer Madho Singh Bhandari  
Uttarakhand Technical University  
Dehradun

**For REGISTRAR**

**Note-** Consequent on issuing of this Migration Certificate, he/she is not eligible to appear at any examination of the University unless the Enrolment Number of University is got revived by either returning this Migration Certificate or submitting a migration certificate from the University last attended by him/her. In case he/she appeared at an examination of this University without getting the Enrolment Number revived he/she will do so at his/her own risk and the examination will be liable be cancelled.



## GRADUATION

I haven't done my Graduation	0
College Name:	Patna College
College Location:	Patna
University Name:	Patna University
Major / Specialisation	Management
Course / Qualification:	BBA
Part Time/ Full Time:	full_time
Roll Number / Register Number:	11160019
From:	19-08-2016
To:	24-05-2019
Marksheet	1
Provisional Certificate / Diploma / Other Certificates	1
Degree Certificate	1
I haven't done my Graduation	0
College Name:	Patna College
College Location:	Patna
University Name:	Patna University
Major / Specialisation	Management
Course / Qualification:	BBA
Part Time/ Full Time:	full_time
Roll Number / Register Number:	11160019
From:	19-08-2016
To:	24-05-2019
Marksheet	1
Provisional Certificate / Diploma / Other Certificates	1
Degree Certificate	1

A 0089685

No. 18367/5



## PATNA UNIVERSITY

Date of Pub.: 24/05/19

Date of Issue: 02/08/19

The following are the marks obtained by SHIVAM KUMAR.....  
of Patna College ..... at the  
Examination of 2019 held in the month of

FEBRUARY 2019

Roll PAT No. 805 Reg. No. 11160019

Bachelor of Business Administration Hons. (Voc.)

PAPERS	PAPER IX		PAPER X		PAPER XI		PAPER XII		Part-III		Part-I		Part-II		Aggregate		Class/Remarks					
	Th. I.A.	Tot	Th. I.A.	Tot	Th. I.A.	Tot	Pr. I.A.	Tot	Th. I.A.	Th. I.A.	Th. I.A.	Th. I.A.	Th. I.A.	Th. I.A.	Tot							
FULL MARKS	80	20	100	80	20	100	80	20	100	80	40	100	240	160	320	80	320	80	1880	320	1200	
PASS MARKS																						
MARKS OBTAINED BY THE CANDIDATE :	36	18	54	47	19	66	36	19	55	57	36	93	119	149	203	65	166	74	488	288	776	1st

PAPERS : IX : Financial Management; X: Marketing Management; XI : Personnel Management; XII : Project Report (On Job Training)

TABULATOR

REGISTRAR  
PATNA UNIVERSITY

## 12TH STANDARD

I haven't done my 12th Standard	
School Name/College Name:	SDC College
School Location:	Chapra
Board Name/University Name:	BSEB
Major Subjects	Science
Course / Qualification:	I.SC
Part Time/ Full Time:	full_time
Roll Number / Register Number:	10482
From:	16-07-2014
To:	10-05-2026
Marksheet	1
I haven't done my 12th Standard	
School Name/College Name:	SDC College
School Location:	Chapra
Board Name/University Name:	BSEB
Major Subjects	Science
Course / Qualification:	I.SC
Part Time/ Full Time:	full_time
Roll Number / Register Number:	10482
From:	16-07-2014
To:	10-05-2026
Marksheet	1





बिहार विद्यालय परीक्षा समिति, पटना  
BIHAR SCHOOL EXAMINATION BOARD, PATNA  
अंक विवरणिका MARKS STATEMENT

इन्टरमीडिएट परीक्षा, 2016 INTERMEDIATE EXAMINATION, 2016

अंक पत्रक सं० M.S. No.

9281164

नाम Name SHIVAM KUMAR							
पिता का नाम Father's Name KRISHNA BIHARI PRASAD							
रोल कोड Roll Code 41004	क्रमांक Roll No. 10482						
सूची संख्या Enlistment No. 41004-R-0861/14			संकाय Faculty SCIENCE				
महाविद्यालय College S.D.S COLLEGE, CHAPRA, SARAN							
विषय का नाम SUBJECT NAME	कुल अंक FMarks	पास अंक PMarks	प्राप्तांक MARKS OBTAINED				विषय का प्राप्तांक Subject Total
			सि. कुल Theory	प्रयोगिक Practical	संग. Th. Pr.		
1. अनिवार्य COMPULSORY :							
R.B. NON-HINDI	050	015	028				061
ALTERNATIVE ENGLISH	050	015	033				
ENGLISH	100	030	074				074
2. ऐच्छिक OPTIONAL :							
PHYSICS	100	033	051	028			079D
CHEMISTRY	100	033	050	028			078D
MATHEMATICS	100	030	078				078D
3. अतिरिक्त ADDITIONAL :							
प्राप्तांक AGGREGATE MARKS : THREE HUNDRED SEVENTY							370
परिणाम RESULT : 1ST DIVISION							

Dated : 10-05-2016

PATNA-800 001

Harish Nath Singh  
Secretary

## 10TH STANDARD

I haven't done my 10TH Standard	
School Name/College Name:	Holy kids international school
School Location:	Chapra
Board Name/University Name:	CBSE
Major Subjects	Matriculation
Course / Qualification:	10th
Part Time/ Full Time:	full_time
Roll Number / Register Number:	7175731
From:	04-04-2013
To:	10-05-2014
Marksheet	1
I haven't done my 10TH Standard	
School Name/College Name:	Holy kids international school
School Location:	Chapra
Board Name/University Name:	CBSE
Major Subjects	Matriculation
Course / Qualification:	10th
Part Time/ Full Time:	full_time
Roll Number / Register Number:	7175731
From:	04-04-2013
To:	10-05-2014
Marksheet	1



उप संख्या  
S.No.SSE/2014

1151370

केन्द्रीय माध्यमिक शिक्षा बोर्ड, दिल्ली  
Central Board of Secondary Education, Delhi  
माध्यमिक विद्यालय परीक्षा (सत्र : 2012-14)  
SECONDARY SCHOOL EXAMINATIONS (SESSION : 2012-14)

पंजीकरण नं.  
Registration No.

P114/50311/0080



ग्रेड शीट सह निष्पादन प्रमाण पत्र Grade Sheet cum Certificate of Performance  
SHIVAM KUMAR

अनुसूचक रोल नं. 7175731

JAYA DEVI / KRISHNA BIHARI PRASAD

25/07/1999 25TH JULY NINETEEN HUNDRED NINETY NINE

50311-HOLY KIDS INTNL SCHOOL KATRA CHAPRA SARAN BR

यह प्रमाणित किया जाता है कि This is to certify that  
प्राप्तकर्ता/सम्पादक का नाम

Mother's/Father's/Guardian's Name

जन्म तिथि Date of Birth

विद्यालय School

का निष्पादन निम्नानुसार रहा has performed as follows

### 1. शैक्षणिक निष्पादन Academic Performance :

### भाग Part-1 शैक्षिक क्षेत्र Scholastic Areas

विषय और तारांकन Subject Code and Name	कक्षा Class IX				कक्षा Class X			
	Grade	Circle	Score	Grade Point (GP)	Grade	Circle	Score	Grade Point (GP)
184 ENGLISH LNG & LIT.	A2	C1	B1**	08	A2	A2	A1**	10
122 COMM. SANSKRIT	B1	C1	B1**	08	A1	A2	A1**	10
041 MATHEMATICS	B1	B1	B1	08	B1	A2	A2	09
086 SCIENCE	B1	B1	B1	08	B1	A2	A2	09
087 SOCIAL SCIENCE	A2	B1	B1	08	B1	A2	A2	09

Additional :

9.4

संचित ग्रेड बिन्दु का औसत (संगणकीय) Cumulative Grade Point Average (CGPA) :

B1

कथन और श्रवण कौशल (एएसएल) के आकलन में ग्रेड Grade in Assessment of Speaking and Listening Skills (ASL) :

### 2 (क) (A) जीवन कौशल Life Skills :

### भाग Part-2 अ-शैक्षिक कार्य क्षेत्र Co-Scholastic Areas

जीवन कौशल Life Skills	कक्षा Class IX वर्णनात्मक सूचक Descriptive Indicators	ग्रेड Grade	कक्षा Class X वर्णनात्मक सूचक Descriptive Indicators	ग्रेड Grade
चिन्तन कौशल Thinking Skills	Easily identifies personal strengths and weaknesses and uses them to arrive at meaningful decisions, raises questions ,capable of Independent thinking, has exceptional problem- solving and decision-making skills.	A	Identifies personal strengths and weaknesses, evaluates information and chooses appropriate alternatives, arrives at innovative and constructive solutions to problems.	A
सामाजिक कौशल Social Skills	Empathetic, Displays sensitivity towards differently-abled students, possesses good Interpersonal skills and appreciates other opinions, accepts feedback from teachers, elders and peers for self-improvement, and an excellent team worker.	A	Empathetic, with very good interpersonal and communicative skills, an active listener, observes school rules, accepts feedback and criticism with positivity, often demonstrates leadership skills and is an inspiring team worker.	A
भावनात्मक कौशल Emotional Skills	Self-confident, optimistic, manages personal challenges and adverse situations with effectively and constructively , handles stress well, expresses and emotions appropriately and readily takes help when needed.	A	Identifies the causes of stress and manages adverse situations effectively. Expresses emotions appropriately.	A

### 2 (ख) (B) कार्य शिक्षा Work Education :

कार्य शिक्षा Work Education	Innovative, with excellent grasp of any assignment, very punctual in the completion of any assigned task, self-motivated, empathetic, inspires others and an excellent team worker.	A	Innovative and shows involvement in any assignment, and helps and guides others readily, applies knowledge practically and is punctual.	B
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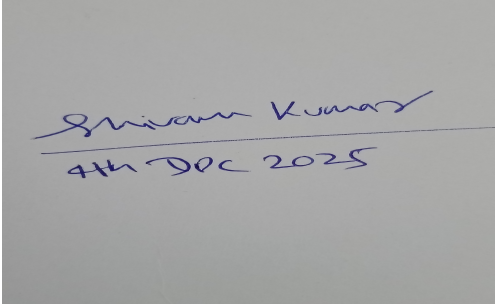
SECONDARY	
School Name	N/A
Start Date	N/A
End Date	N/A

Employment Deails	
Years of Experience	
No of Employment	0

### 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.

Shivam Kumar		27-11-2025
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).