

# Background Verification Form

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

## Applicant's CV



### 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
- Customer Support
- Underwriting
- SAF, ERP
- Investment banking
- Financial analysis
- Actuarial C
- Team management
- Scenario interpretation
- Market research
- Data management
- Compliance Management
- Client service orientation

### LEADERSHIP

Proven ability to lead cross-functional teams in developing and implementing streamlined financial processes within a complex matrix structure, organization through strong operational skills to reduce costs, and enhance client service. Strong communication, collaboration, and problem-solving skills enabled to drive stakeholder management and successful project outcomes.

## SHIVAM KUMAR

Experienced professional specializing in insurance operations. Proficient in **Quality Assurance** for the team under based **Property and Casualty Insurance** operations. Skilled in streamlining operations, improving efficiency, and enhancing client satisfaction. Skilled in data analysis, system optimization, and ensuring compliance with regulatory standards. Dedicated to delivering high-quality service and supporting 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.
- Collaboration in calling the client for the same.
- Responsible for disbursement, reapplication, reconciliation, reversal, invoice management, etc.
- Review API invoice billing aging to ensure compliance and renewal contract.
- Client payment analysis, tracking & updating records via invoices.
- Management of premium account.
- Handling premium account service client for cash on account and invoice to cash.
- Clarity requests, provide updates and resolve issues then publish to the upper-level management.
- Confirmation of the unidentified payment from the client and settle accordingly to the client.
- Payment can be from U.S. Bank, City Bank, Bank of America, HSBC and Wells Fargo. Bank can 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
- 2 times Golden Star winner for best employee in RNR.
- Distribution of work among team member. Preparing data consolidation report & distribution to executive report.
- Responsible for the mentoring of new hire, taking initiative as IT spoke to help at the earliest.
- Resolving queries of the team members on daily basis.

#### PROJECT CO-ORDINATOR - FABHOTELS, Dec 2021- July 2022

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

#### Key Account 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.

#### Finance Documentation:

Maintained project documentation, including financial invoicing billing transactions reports, financial audit, etc. budget & plans.

#### Inventory Management:

Managing and maintaining inventories by tracking stock levels, ensuring vendor's inventories are stocked, and handling 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:

Ensuring 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)

Govt ID #1



## 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".

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

Reg. Office: H-294, Plot 2A, First Floor, Kehar Singh Estate, Saidulajab, Lane no. 2, Saket, New Delhi- 110030



## 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
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Marksheet	1
Provisional Certificate / Diploma / Other Certificates	1
Degree Certificate	1



4614  
Sl.No. 2022/ U.T.U/14614/24

M.C. No. .... VEER MADHO SINGH BHANDARI

### UTTARAKHAND TECHNICAL UNIVERSITY DEHRADUN

#### MIGRATION CERTIFICATE

Shri / Km. / Smt. Shivam Kumar  
Father's Name Shri Krishna Bihari Prasad

Mother's Name Smt. Jayा Devi  
Date of Birth 25/03/1929 Enrollment No. 19000500642

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

*[Signature]*  
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 to 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.

18387

5



**PATNA UNIVERSITY**

Date of Pub. 24/05/19

Date of Issue 02/06/19

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 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-III—Aggregate—| Class/Remarks

FULL MARKS	80	20	100	80	20	100	80	20	100	80	40	100	240	160	1320	80	1320	80	1880	320	1200
PASS MARKS	40	10	60	40	10	60	40	10	60	40	10	60	144	96	108	72	114	74	194	76	1324
MARKS OBTAINED BY THE CANDIDATE :	36	18	54	47	19	66	36	19	55	57	36	93	119	149	203	65	166	74	2488	288	776

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 परीक्षा संख्या M.S. No.

5281164

परीक्षा नाम SHIVAM KUMAR							
पिता का नाम Father's Name KRISHNA BIHARI PRASAD							
रोल कोड Roll Code 41004	प्राप्ति का Roll No. 10482						
सूचीनं संख्या Enlistment No. 41004-R-0861/14	संकाय Faculty SCIENCE						
महाविद्यालय College S.D.S COLLEGE, CHAPRA, SARAN							
दिप्ति का नाम SUBJECT NAME	प्राप्ति का E.Marks	प्राप्ति का P.Marks	दी. कुल Theory	प्राप्ति का MARKS OBTAINED			
				प्राप्ति का Practical	Reg Th.	Reg Pr.	
1. अनिवार्य COMPULSORY :							
R.B NON-HINDI ALTERNATIVE ENGLISH	050 050	015 015	028 033			061	
ENGLISH	100	030	074			074	
2. विकल्पक OPTIONAL :							
PHYSICS	100	033	051	028		0790	
CHEMISTRY	100	033	050	028		0780	
MATHEMATICS	100	030	078			0780	
3. अतिरिक्त ADDITIONAL :							
प्राप्ति का AGGREGATE MARKS : THREE HUNDRED SEVENTY						370	
परिणाम RESULT : 1ST DIVISION							

Dated : 10-05-2016

PATNA-800 001

*Harish Nath Thakur*  
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



## SECONDARY

School Name	N/A
Start Date	N/A
End Date	N/A

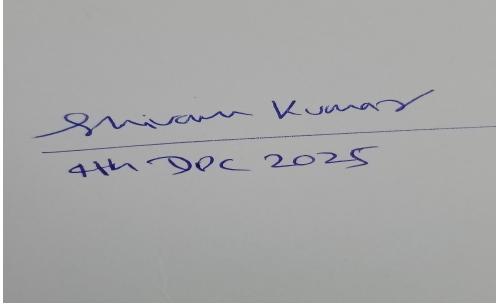
## Employment Details

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	 Shivam Kumar 4th Dec 2025	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).