

Background Verification Form

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

Applicant's CV



Contact
Phone +91 9961695475
Email dilinvkp99@gmail.com

Education
2022 MASTER OF ARTS IN ECONOMICS
Madras Christian College
2020 BACHELOR OF ARTS IN ECONOMICS
Escalier College, Kottayam
MG University, Kerala

Expertise

- Compliance
- Customer Due Diligence
- Enhanced Due Diligence
- Transaction Monitoring
- Regulatory Compliance
- SAR Filing
- Team Management
- Time Management
- Google Sheets
- Tally ERP9
- Microsoft Office

Certifications

- Advance Diploma in Logistics and Supply Chain Management (CCITK)
- Certification in Tally ERP9

Language
English
Malayalam
Tamil (Conversational)

Reference
Srijeeth H Nair
Manager
Guidedhouse India Private Limited
Phone: +91 9847703369

Dilin Saji
Senior Process Associate
Dedicated and detail-oriented AML professional with over 3 years of experience in Anti-Money Laundering, Transaction Monitoring, and Compliance Operations. Successfully served as Quality Control Lead for a high-performing team of 15 analysts, overseeing end-to-end reviews and ensuring adherence to regulatory standards and internal quality benchmarks. Proven ability to detect and escalate suspicious activities, streamline monitoring processes, and enhance the overall effectiveness of compliance frameworks. Strong analytical mindset, excellent leadership skills, and a commitment to delivering operational excellence in dynamic, high-stakes environments.

Experience
July 2022 - Present
Guidedhouse India Private Limited | Chennai | Global Investigations and Compliance
Senior Process Associate (May 2024 - Present)

- Quality Control - Team Lead for Transaction Monitoring process.
- Lead a team of 15 Quality Control Analysts in the Transaction Monitoring process, ensuring consistent delivery of high-quality audits across the function.
- Drive compliance and accuracy by reviewing QC audits, identifying trends, and coaching analysts on best practices and performance improvement areas.
- Conduct regular feedback sessions and one-on-one coaching to enhance individual analyst capabilities and reinforce process adherence.
- Act as the primary point of contact for process updates; ensure timely communication and alignment with changing client policies and regulatory guidelines.
- Prioritize and audit high-risk or outlier cases to maintain accuracy and integrity in AML compliance efforts.
- Collaborate cross-functionally with Operations and Training teams to resolve quality gaps and implement process enhancements.
- Monitor team performance metrics, track error trends, and contribute to maintaining overall project quality above set benchmarks.
- Expertise in Transaction Monitoring in the cryptocurrency domain to detect and prevent potentially fraudulent or suspicious activities

Process Associate (Nov 2023 - Apr 2024)

- Familiar with Enhanced Due Diligence, Periodic Review, and Risk Review of high-priority institutional customers.
- Managed queue of alerted cases and escalations for risk review that included interactions with OFAC, Child Exploitation, as well as various AML scenarios, screenings and high-risk IP address investigations.
- Exposure in SAR filing in various government portals.
- Assisted team members in dealing with high-priority cases and uncommon scenarios.
- Provided training to team members internally.
- Assisted managers in doing non-process related work force management duties

Junior Process Associate (Jul 2022 - Oct 2023)

- Performed Quality Control audits for alerted events that involved money laundering activities and other risks.
- Proficient in Consumer Due Diligence and Anti-Money Laundering and Compliance procedures.
- Familiar with Cryptocurrency Investigation support focused on identifying the attempts to obfuscate the flow of funds for purposes of money laundering and fraud activities.
- Performed PEP and Sanctions Risk Screening on the client data base.

Career Highlights

- Secured Guidedhouse Gem Award in three quarters consecutively.
- Handles a team of 15 Quality Control Analysts on the client side.
- Meet targets and SLA's in a timely manner.

Projects

- Analysts of Queuing Model and Customer waiting time with the application of Queuing Theory in Restaurant Management System - 2022
- Growth of Chit Funds in Kerala : Special Emphasis on KSFE - 2020

Govt ID #1

आयकर विभाग
INCOME TAX DEPARTMENT


भारत सरकार
GOVT OF INDIA


नाम (Name)
DILIN SAJI
स्थायी खाता संख्या कार्ड
Permanent Account Number Card
OEUPS8348R
जन्म तिथि (Date of Birth)
05/11/1996
हस्ताक्षर (Signature)
27/05/2021

इस कार्ड के खोने/हाने पर कृपया सूचित करें/लौटवाएं:
आयकर सेवा सेवा इकाई, एन एस डी यूएन
चौथी मंजिल, मनी स्ट्रीट,
प्लॉट नं. 341, सर्वे नं. 997/8,
मॉडल कॉलोनी, ग्रीन बंगला चौक के पास,
पुणे - 411 016.

If this card is lost / someone's lost card is found,
Please inform / return to
Income Tax PAN Services Unit, NSDL
4th Floor, Money Street,
Plot No. 341, Survey No. 997/8,
Model Colony, Near Deep Bungalow Chowk,
Pune - 411 016.
Tel: 91-20-2721 8080, Fax: 91-20-2721 8081
e-mail: tininfo@nsdl.co.in

Personal Information

Full Name	Dilin Saji
Former Name / Maiden Name	N/A
Mobile Number	9961695475
Father's Name	Saji Varghese
Spouse's Name	N/A
Date of Birth	05-11-1998
Age	27 years 0 months
Gender	male
Alternative Mobile Number	8714445475
Aadhar Card Number	721465687887
Aadhar Card Number	9961695475
Pan Card Number	OEUPS8348R
Nationality	Indian
Marital Status	Single

Permanent Address

House no	Vadakkeparambil
Street	Karunapuram PO
District	Karunapuram
City	Kattapana
State	KL
Pincode	685552

Current Address

House no	Vadakkeparambil
Street	Karunapuram PO
District	Karunapuram
City	Kattapana
State	KL
Pincode	685552

LATEST EMPLOYMENT 1

I am a Fresher and do not have any prior employment experience	
Name of the Employer:	Guidehouse
Job Location:	Chennai
Employee ID:	296548
Designation:	Senior Process Associate
UAN Number:	101863291668
From Date:	18-07-2022
To Date:	20-11-2025
Name of the Reporting Manager:	Shiju Thazhathuveedu
Manager's Contact No:	
Manager's Contact Email:	
Reasons for leaving:	Career Growth
HR Name:	
HR Contact No:	
HR Email ID:	hr@guidehouse.com
Last Salary Drawn:	66921
Position Type:	permanent
Current Status:	relieved_pending_fnf
Agency Name (if third party):	
Agency Details:	
Resignation Acceptance	1
Relieving Letter	
Latest 3 months pay slip	
I am a Fresher and do not have any prior employment experience	
Name of the Employer:	Guidehouse
Job Location:	Chennai
Employee ID:	296548
Designation:	Senior Process Associate
UAN Number:	101863291668
From Date:	18-07-2022
To Date:	20-11-2025
Name of the Reporting Manager:	Shiju Thazhathuveedu

LATEST EMPLOYMENT 1

Manager's Contact No:	
Manager's Contact Email:	
Reasons for leaving:	Career Growth
HR Name:	
HR Contact No:	
HR Email ID:	hr@guidehouse.com
Last Salary Drawn:	66921
Position Type:	permanent
Current Status:	relieved_pending_fnf
Agency Name (if third party):	
Agency Details:	
Resignation Acceptance	1
Relieving Letter	
Latest 3 months pay slip	



GUIDEHOUSE INDIA PRIVATE LIMITED
(Formerly Navigant BPM (India) Private Limited)

CIN No: U74999KL2004PTCO16993

Regd. Office 3rd Floor, Bhavani Building, Phase 1, Technopark, Trivandrum-695581, Kerala, India Phone: +91-471-2700680

24-Nov-25

296548

Dilin Saji

Acceptance of Resignation

This is with reference to your resignation dated **22-Aug-25**. As requested by you, your resignation is accepted and you are relieved from your services with effect from **20-Nov-25** subject to you clearing all the dues and submitting the company assets to Guidehouse India ("Company"), if any. Your experience letter will be sent to your email/ mailing address updated as per our records after the completion of the Full and Final settlement within 45 working days.

Your release from the services of the Company is conditional to the terms of a non-disclosure agreement, which you have signed at the time of employment and specifically the subject to the following provisions:

If you ever accessed Epic software or confidential Epic information during your employment with the Company, at this time it is imperative that we remind you about the Team Member Acknowledgement/Offshore Team Member Agreement that you have executed for such access. You are provided with a copy of the said agreement/acknowledgement already. Please ensure that you abide by the obligations in the said agreement/acknowledgement including any confidentiality and non-compete obligations, for your future endeavors.

By accepting the employment position with Company and recognizing the commercial damage which the Company would incur if the Employee were to apply the knowledge acquired during Company employment to compete against the Company. Moreover, Employee shall not seek to solicit, directly or indirectly, any other Employee or Contractor of the Company with the aim of inducing such Employee or Contractor to resign from the Company or to undertake any activity that would, directly or indirectly, compete with the Company.

For Guidehouse India Private Limited

A handwritten signature in black ink, appearing to read "Saji Zacharia", written over a light blue horizontal line.

Saji Zacharia
Director - Human Resources

POST GRADUATION

I haven't done my Post Graduation	
College Name:	Madras Christian College
College Location:	Chennai
University Name:	Madras University
Major / Specialisation	Economics
Course / Qualification:	MA
Part Time/ Full Time:	full_time
Roll Number / Register Number:	2001712020012
From (Approx):	01-08-2020
To (Approx):	01-06-2022
Current State:	completed
Marksheet	1
Provisional Certificate / Diploma / Other Certificates	
Degree Certificate	
I haven't done my Post Graduation	
College Name:	Madras Christian College
College Location:	Chennai
University Name:	Madras University
Major / Specialisation	Economics
Course / Qualification:	MA
Part Time/ Full Time:	full_time
Roll Number / Register Number:	2001712020012
From (Approx):	01-08-2020
To (Approx):	01-06-2022
Current State:	completed
Marksheet	1
Provisional Certificate / Diploma / Other Certificates	
Degree Certificate	

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GRADUATION

I haven't done my Graduation	
College Name:	Baselius College
College Location:	Kottayam
University Name:	M.G University Kerala
Major / Specialisation	Economics
Course / Qualification:	B.A
Part Time/ Full Time:	full_time
Roll Number / Register Number:	170021000542
From:	06-01-2017
To:	31-07-2020
Marksheet	1
Provisional Certificate / Diploma / Other Certificates	
Degree Certificate	
I haven't done my Graduation	
College Name:	Baselius College
College Location:	Kottayam
University Name:	M.G University Kerala
Major / Specialisation	Economics
Course / Qualification:	B.A
Part Time/ Full Time:	full_time
Roll Number / Register Number:	170021000542
From:	06-01-2017
To:	31-07-2020
Marksheet	1
Provisional Certificate / Diploma / Other Certificates	
Degree Certificate	

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12TH STANDARD

I haven't done my 12th Standard	
School Name/College Name:	Vijayamatha Public School
School Location:	Thookkupalam
Board Name/University Name:	CBSE
Major Subjects	Bio-Mathematics
Course / Qualification:	Higher Secondary
Part Time/ Full Time:	full_time
Roll Number / Register Number:	4807656
From:	06-01-2015
To:	01-07-2017
Marksheet	1
I haven't done my 12th Standard	
School Name/College Name:	Vijayamatha Public School
School Location:	Thookkupalam
Board Name/University Name:	CBSE
Major Subjects	Bio-Mathematics
Course / Qualification:	Higher Secondary
Part Time/ Full Time:	full_time
Roll Number / Register Number:	4807656
From:	06-01-2015
To:	01-07-2017
Marksheet	1

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10TH STANDARD

I haven't done my 10TH Standard	
School Name/College Name:	Vijayamatha Public School
School Location:	Thookkupalam
Board Name/University Name:	CBSE
Major Subjects	English, Hindi, Maths, Science, SST
Course / Qualification:	Secondary School Examination (Class X) – CBSE
Part Time/ Full Time:	full_time
Roll Number / Register Number:	4312963
From:	01-06-2013
To:	28-05-2015
Marksheet	1
I haven't done my 10TH Standard	
School Name/College Name:	Vijayamatha Public School
School Location:	Thookkupalam
Board Name/University Name:	CBSE
Major Subjects	English, Hindi, Maths, Science, SST
Course / Qualification:	Secondary School Examination (Class X) – CBSE
Part Time/ Full Time:	full_time
Roll Number / Register Number:	4312963
From:	01-06-2013
To:	28-05-2015
Marksheet	1

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Employment Deails	
Years of Experience	3.4
No of Employment	1

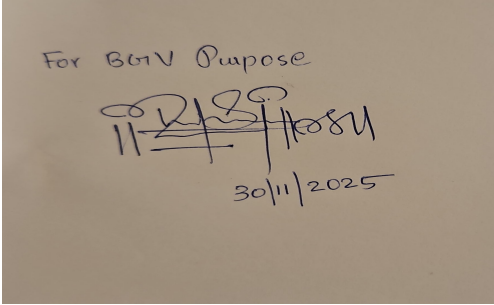
Employment (1)

Employment (1)	
Employment Type	employed
Start Date	2022-07-18
End Date	2025-11-20

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.

Dilin Saji		30-11-2025
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. Additionally, you can reach out to us at onboarding@goldquestglobal.in.