

Personal Information

Full Name	MENAKA SIVAJI
Former Name / Maiden Name	N/A
Mobile Number	7827753609
Father's Name	PARAMASIVAM SIVAJI
Spouse's Name	N/A
Date of Birth	06-08-1997
Age	28 years 6 months
Gender	female
Alternative Mobile Number	9211634425
Aadhar Card Number	309571693965
Aadhar Card Number	N/A
Pan Card Number	FCHPM7268E
Nationality	INDIAN
Marital Status	Single

Permanent Address

House no	B-165
Street	galaxy north avenue 2, Gaur city-2
District	dadri,gautam buddha nagar
City	greater noida ext
State	UP
Pincode	203207

Current Address

House no	B-165
Street	galaxy north avenue 2, Gaur city-2
District	dadri,gautam buddha nagar
City	greater noida ext
State	UP
Pincode	203207

LATEST EMPLOYMENT 1

I am a Fresher and do not have any prior employment experience	
Name of the Employer:	GENPACT
Job Location:	NOIDA
Employee ID:	703431407
Designation:	PROCESS ASSOCIATE
UAN Number:	102206848983
From Date:	05-05-2025
To Date:	30-11-2025
Name of the Reporting Manager:	
Manager's Contact No:	
Manager's Contact Email:	
Reasons for leaving:	CONTRACT ENDED
HR Name:	
HR Contact No:	
HR Email ID:	hr@companyname.com
Last Salary Drawn:	2.8
Position Type:	contract
Current Status:	relieved_completed_fnf
Agency Name (if third party):	
Agency Details:	
Resignation Acceptance	
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
Job Location:	NOIDA
Employee ID:	703431407
Designation:	PROCESS ASSOCIATE
UAN Number:	102206848983
From Date:	05-05-2025
To Date:	30-11-2025
Name of the Reporting Manager:	

LATEST EMPLOYMENT 1

Manager's Contact No:	
Manager's Contact Email:	
Reasons for leaving:	CONTRACT ENDED
HR Name:	
HR Contact No:	
HR Email ID:	hr@companyname.com
Last Salary Drawn:	2.8
Position Type:	contract
Current Status:	relieved_completed_fnf
Agency Name (if third party):	
Agency Details:	
Resignation Acceptance	
Relieving Letter	1
Latest 3 months pay slip	1

[Click to open the file](#)

EX EMPLOYMENT 2

If you do not remember, please write 'NA'.	NIL
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:	hr@companyname.com
Last Salary Drawn:	
Position Type:	
Agency Details:	
Resignation Acceptance	
Relieving Letter	
Latest 3 months pay slip	
If you do not remember, please write 'NA'.	NIL
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:	

EX EMPLOYMENT 2

Manager's Contact No:	
Manager's Contact Email:	
Reasons for leaving:	
HR Name:	
HR Contact No:	
HR Email ID:	hr@companyname.com
Last Salary Drawn:	
Position Type:	
Agency Details:	
Resignation Acceptance	
Relieving Letter	
Latest 3 months pay slip	

PREVIOUS EMPLOYMENT 3

If you do not remember, please write 'NA'.	NIL
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:	hr@companyname.com
Last Salary Drawn:	
Position Type:	
Agency Details:	
Resignation Acceptance	
Relieving Letter	
Latest 3 months pay slip	
If you do not remember, please write 'NA'.	NIL
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:	

PREVIOUS EMPLOYMENT 3

Manager's Contact No:	
Manager's Contact Email:	
Reasons for leaving:	
HR Name:	
HR Contact No:	
HR Email ID:	hr@companyname.com
Last Salary Drawn:	
Position Type:	
Agency Details:	
Resignation Acceptance	
Relieving Letter	
Latest 3 months pay slip	

PREVIOUS EMPLOYMENT 4

If you do not remember, please write 'NA'.	NIL
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:	hr@companyname.com
Last Salary Drawn:	
Position Type:	
Agency Details:	
Resignation Acceptance	
Relieving Letter	
Latest 3 months pay slip	
If you do not remember, please write 'NA'.	NIL
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:	

PREVIOUS EMPLOYMENT 4

Manager's Contact No:	
Manager's Contact Email:	
Reasons for leaving:	
HR Name:	
HR Contact No:	
HR Email ID:	hr@companyname.com
Last Salary Drawn:	
Position Type:	
Agency Details:	
Resignation Acceptance	
Relieving Letter	
Latest 3 months pay slip	

PREVIOUS EMPLOYMENT 5

If you do not remember, please write 'NA'.	NIL
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:	hr@companyname.com
Last Salary Drawn:	
Position Type:	
Agency Details:	
Resignation Acceptance	
Relieving Letter	
Latest 3 months pay slip	
If you do not remember, please write 'NA'.	NIL
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:	

PREVIOUS EMPLOYMENT 5

Manager's Contact No:	
Manager's Contact Email:	
Reasons for leaving:	
HR Name:	
HR Contact No:	
HR Email ID:	hr@companyname.com
Last Salary Drawn:	
Position Type:	
Agency Details:	
Resignation Acceptance	
Relieving Letter	
Latest 3 months pay slip	

GRADUATION

I haven't done my Graduation	
College Name:	SHREE GURU GOBIND SHING TRICENTENARY UNIVERSITY
College Location:	HARYANA
University Name:	SHREE GURU GOBIND SHING TRICENTENARY UNIVERSITY
Major / Specialisation	AGRICULTURE
Course / Qualification:	B.SC.(Hons.) Agriculture
Part Time/ Full Time:	full_time
Roll Number / Register Number:	171101024
From:	02-04-2017
To:	07-04-2017
Marksheet	1
Provisional Certificate / Diploma / Other Certificates	0
Degree Certificate	1
I haven't done my Graduation	
College Name:	SHREE GURU GOBIND SHING TRICENTENARY UNIVERSITY
College Location:	HARYANA
University Name:	SHREE GURU GOBIND SHING TRICENTENARY UNIVERSITY
Major / Specialisation	AGRICULTURE
Course / Qualification:	B.SC.(Hons.) Agriculture
Part Time/ Full Time:	full_time
Roll Number / Register Number:	171101024
From:	02-04-2017
To:	07-04-2017
Marksheet	1
Provisional Certificate / Diploma / Other Certificates	0
Degree Certificate	1

[Click to open the file](#)

12TH STANDARD

I haven't done my 12th Standard	
School Name/College Name:	PRAGATI PUBLIC SCHOOL
School Location:	New Delhi
Board Name/University Name:	CBSE
Major Subjects	PCB+M
Course / Qualification:	MEDICAL STREAM
Part Time/ Full Time:	full_time
Roll Number / Register Number:	9201843
From:	01-04-2016
To:	17-03-2017
Marksheet	1
I haven't done my 12th Standard	
School Name/College Name:	PRAGATI PUBLIC SCHOOL
School Location:	New Delhi
Board Name/University Name:	CBSE
Major Subjects	PCB+M
Course / Qualification:	MEDICAL STREAM
Part Time/ Full Time:	full_time
Roll Number / Register Number:	9201843
From:	01-04-2016
To:	17-03-2017
Marksheet	1

क्रम संख्या /
Sr. No. SSCE / 2017/

0542889

173628

केन्द्रीय माध्यमिक शिक्षा बोर्ड
Central Board of Secondary Education



सीनियर स्कूल सर्टिफिकेट परीक्षा, 2017
ALL INDIA SENIOR SCHOOL CERTIFICATE EXAMINATION, 2017

यह प्रमाणित किया जाता है कि
This is to certify that S MENAKA

अनुक्रमांक Roll No. 9201843

माता का नाम Mother's Name S VIJAYALAKSHMI

पिता/संरक्षक का नाम Father's / Guardian's Name P SIVAJI

ने बोर्ड द्वारा मार्च, 2017 में आयोजित सीनियर स्कूल सर्टिफिकेट परीक्षा
has passed the Senior School Certificate Examination of the Board held in March, 2017

विद्यालय से
from 65751 - PRAGATI PUB SCH SECTOR 13 PHASE II DWARKA N DLI

निम्न विषयों में उत्तीर्ण की :
in the following subjects :

1 ENGLISH CORE

2 PHYSICS

3 CHEMISTRY

4 BIOLOGY

5 PHYSICAL EDUCATION

6 WORK EXPERIENCE

7 PHY & HEALTH EDUCA

8 GENERAL STUDIES

दिल्ली

Delhi

दिनांक

Dated : 28-05-2017

परीक्षा नियंत्रक
Controller of Examinations

10TH STANDARD

I haven't done my 10TH Standard	
School Name/College Name:	PRAGATI PUBLIC SCHOOL
School Location:	NEW DELHI
Board Name/University Name:	CBSE
Major Subjects	HINDI,ENG,MATHS,SCIENCE
Course / Qualification:	SCIENCE
Part Time/ Full Time:	full_time
Roll Number / Register Number:	8196030
From:	01-04-2013
To:	01-04-2014
Marksheet	1
I haven't done my 10TH Standard	
School Name/College Name:	PRAGATI PUBLIC SCHOOL
School Location:	NEW DELHI
Board Name/University Name:	CBSE
Major Subjects	HINDI,ENG,MATHS,SCIENCE
Course / Qualification:	SCIENCE
Part Time/ Full Time:	full_time
Roll Number / Register Number:	8196030
From:	01-04-2013
To:	01-04-2014
Marksheet	1

क्रम संख्या/
S.No.SSE/2014

0711227

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

पंजीकरण सं.
Registration No. : D114/65751/0033

386558

यह प्रमाणित किया जाता है कि This is to certify that

S MENAKA

अनुक्रमांक Roll No. : 8196030



माता/पिता/संरक्षक का नाम S VIJAYALAKSHMI/P SIVAJI
Mother's/Father's/Guardian's Name
जन्म तिथि Date of Birth 06/08/1997 6TH AUGUST NINETEEN HUNDRED NINETY SEVEN
विद्यालय School 65751 PRAGATI PUB SCH SECTOR 13 PHASE II DWARKA N DLI

का निष्पादन निम्नानुसार रहा has performed as follows :

1. शैक्षणिक निष्पादन Academic Performance :

भाग Part-1 शैक्षिक क्षेत्र Scholastic Areas

विषय कोड तथा नाम Subject Code and Name	कक्षा Class IX				कक्षा Class X			
	Grade FA	Grade SA	Overall Grade (FA+SA)	Grade Point (GP)	Grade FA	Grade SA	Overall Grade (FA+SA)	Grade Point (GP)
101 ENGLISH COMM.	B2	A2	B1	08	B1	B1	B1	08
085 HINDI COURSE-B	A2	B1	B1	08	A2	B2	B1	08
041 MATHEMATICS	C1	E1	C2*	05	C1	C2	B2**	07
086 SCIENCE	C1	C2	B2**	07	B2	B1	B1	08
087 SOCIAL SCIENCE	C1	B2	B2	07	B2	B2	B1**	08
Additional 1.65 FOUNDATION OF I T	A2	B1	A2	09	B1	A2	A2	09

सैमीपिक अध्ययन की योजना के अनुसार, अधिष्ठित छठे विषय को छोड़कर सभी विषयों में अर्जित ग्रेड बिन्दु का औसत है। तथापि जो परीक्षार्थी एनबीईएनएके के तहत एक अतिरिक्त विषय लेते हैं उनका सैमीपिक 6 विषयों में रहे।
ग्रेड बिन्दु की निर्देशात्मक समानता तथा अंकों की प्रतिशतता की गणना निम्नानुसार की जा सकती है :

• विषयवार अंकों की निर्देशात्मक प्रतिशतता = $9.5 \times$ विषय का जीपी
• अंकों की समग्र निर्देशात्मक प्रतिशतता = $9.5 \times$ सैमीपिक
As per Scheme of Studies CGPA is the average of Grade Points obtained in all the subjects excluding additional 6th subject. However, for candidates who have offered one compulsory subject under NVEQP, his/her CGPA is out of 6 subjects. An indicative equivalence of Grade Point and Percentage of Marks can be calculated as follows :
• Subject wise indicative percentage of marks = $9.5 \times$ GP of the subject
• Overall indicative percentage of marks = $9.5 \times$ CGPA

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

7.8

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

A2

2 (क) (A) जीवन कौशल Life Skills :

भाग Part - 2 : सह-शैक्षिक कार्य क्षेत्र Co-Scholastic Areas

जीवन कौशल Life Skills	कक्षा Class IX वर्णनात्मक उल्लेख Descriptive Indicators	ग्रेड Grade	कक्षा Class X वर्णनात्मक उल्लेख Descriptive Indicators	ग्रेड Grade
चिंतन 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, analyses a problem with relevant information and usually chooses appropriate alternatives and makes meaningful decisions.	B
सामाजिक कौशल Social Skills	Empathetic, shows sensitivity towards differently-abled students and appreciates other points of view, has very good interpersonal and communicative skills, an active listener and effective speaker, accepts feedback and criticism positively.	B	Empathetic, with good interpersonal and communication skills, usually observes school rules, and responds appropriately and takes feedback and criticism positively.	B
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 weaknesses, stress and negative emotions fairly well and manages them with self confidence and is empathetic.	B

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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2 (ग) (C) दृश्य और प्रदर्शन कला Visual and Performing Arts :

दृश्य और प्रदर्शन कलाएं Visual and Performing Arts :	Participates actively in artistic activities at different levels, enthusiastically plans and conducts creative events, very observant, displays an aesthetic, innovative approach to the appreciation and understanding of different art forms.	A	Participates actively in artistic activities at different levels, enthusiastically plans and conducts creative events, very observant, displays an aesthetic, innovative approach to the appreciation and understanding of different art forms.	A
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2 (घ) (D) अभिवृत्तियाँ एवं मूल्य Attitudes and Values :

के प्रति towards	वर्णनात्मक उल्लेख Descriptive Indicators	ग्रेड Grade	वर्णनात्मक उल्लेख Descriptive Indicators	ग्रेड Grade
अध्यापक Teachers	Very courteous to teachers and elders, adheres to school rules, sincere and helpful towards teachers, has a positive attitude to learning, communicates easily with and confides in teachers, accepts feedback and criticism with positivity.	A	Very courteous to teachers and elders, has a positive attitude towards learning and adheres to school and class norms, communicates effectively with teachers and takes feedback and criticism with positivity.	A
सहपाठी Schoolmates	Expresses ideas and opinions with clarity, is sensitive and supportive towards peers and differently-abled schoolmates, receptive to new ideas and suggestions, inspires others and manages diversity well.	A	Expresses ideas and interacts effectively in class, sensitive towards peers and differently-abled schoolmates, respects new ideas and opinions, gets along well with peers.	B
विद्यालय कार्यक्रम और पर्यावरण School Programmes & Environment	An enthusiastic participant in various school programmes and environmental initiatives, possesses leadership skills. Usually takes in pride in the school and respects school property.	B	Participates in various school programmes and environmental initiatives regularly, possesses good leadership qualities and is punctual.	B
मूल्य प्रणालियाँ Value Systems	Understands values systems, abides by rules and regulations, ethical and always courteous towards peers and elders, respects the national flag and symbols, sensitive to diversity and shows empathy towards the disadvantaged.	A	Abides by rules and understands value systems, honest, courteous towards peers and elders, and has leadership qualities, respects the national flag and symbols, sensitive to diversity, is empathetic towards the disadvantaged.	A

3 (क) (A) सह-पाठ्यक्रम कार्यकलाप Co-Curricular Activities :

भाग Part - 3 सह-पाठ्यक्रम कार्यकलाप Co-Curricular Activities

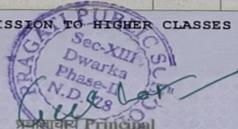
कार्यकलाप Activity	Regularly participates in literary inter- and intra-mural events, appreciates written and spoken literary forms, expresses ideas and opinions creatively, an avid reader and inspires others.	B	Actively participates in inter- and intra-mural literary events, an avid reader and appreciates written and spoken literary forms, expresses ideas and opinions clearly and appropriately.	B
Organizational & Leadership Skills	Possesses good organizational and leadership qualities, innovative and very observant, participates in club activities at different levels, demonstrates initiative and enthusiasm for planning events as a team worker.	A	Actively participates in various inter- and intra-mural events, plans and organises group work efficiently, directs and leads others confidently, is an active listener and very observant.	B

3 (ख) (B) स्वास्थ्य एवं शारीरिक शिक्षा Health and Physical Education :

कार्यकलाप Activity	Talented in an identified sport and the represents school, disciplined with punctual, strength and stamina. Displays good team spirit and is usually punctual.	B	Talented in an identified sport, represents school, possesses stamina, strength, agility and flexibility, demonstrates a healthy team spirit and is disciplined.	B
X First Aid	Interested in learning about first aid procedures, exhibits aptitude and patience while handling medical emergency.	C	Interested. Performs yogic postures accurately, with balance and poise.	C

*** उन्नत ग्रेड Upgraded Grade

परिणाम Result : QUALIFIED FOR ADMISSION TO HIGHER CLASSES



दिल्ली Delhi

दिनांक Dated 20/05/2014

प्रधानाचार्य
(विद्यालय की ओर से)
Principal
(Stamp of the School)

परीक्षा नियंत्रक
Controller of Examinations

GRADUATION

University / Institute Name	SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY
Course	B.Sc (Hons.)Agriculture
Specialization Major	AGRICULTURE
Start Date	2017-04-01

SECONDARY

School Name	PRAGATI PUBLIC SCHOOL
Start Date	2013-02-14
End Date	2014-04-10

Employment Deals

Years of Experience	0
No of Employment	1
Start Date	2016-03-03

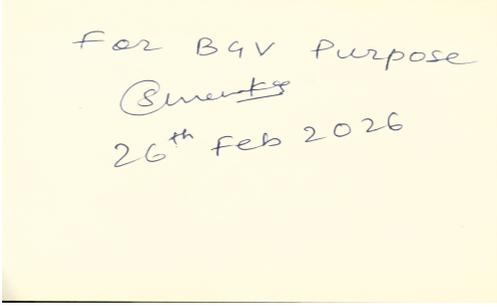
Employment (1)

Employment Type	employed
Start Date	2025-05-15
End Date	2025-11-30

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.

Menaka Sivaji		26-02-2026
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.