

Background Verification Form

Company name: AML RightSource India Pvt Ltd Lateral

Purpose of Application: NORMAL BGV(EMPLOYMENT)

Applicant's CV

GAURAV KUMAR
gaurav19thmay@gmail.com
Mobile: 9711518029



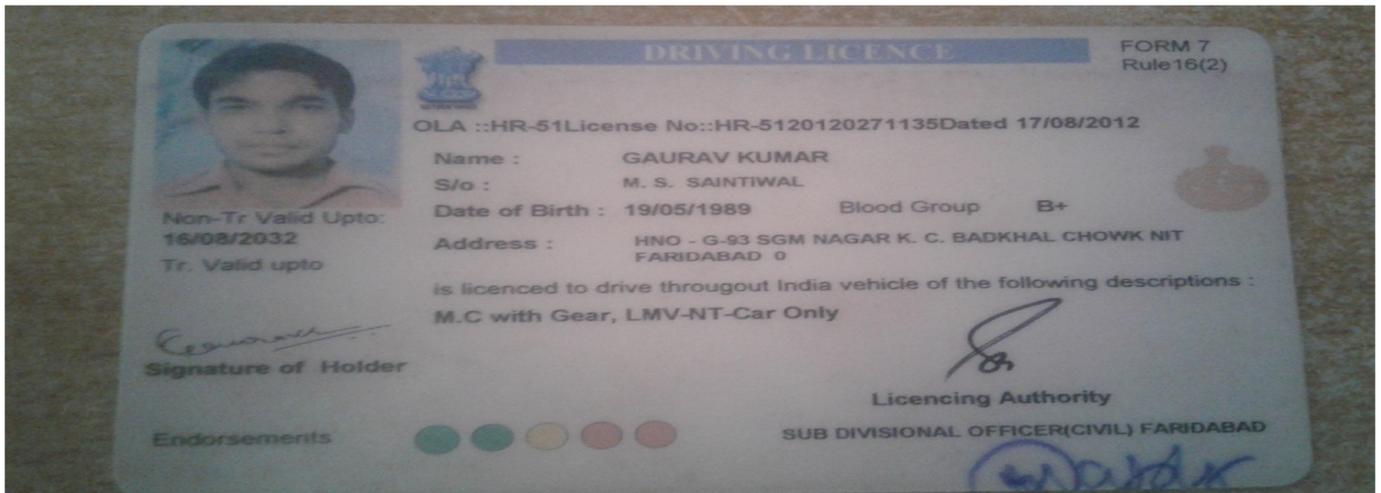
SUMMARY PROFESSIONAL:

Accounts professional with more than Four years of experience in Accounts Payable, Accounts Receivable, General Ledger & Banking. Skilled in processing transactions, reconciling accounts, and maintaining accurate finance records. Proficient in bank reconciliations, invoicing and supporting month-end close processes.

WORK EXPERIENCE:

- Elementis Specialties India Private Limited, Navi Mumbai**
Finance Executive
20th July 2022 to 20th Jan 2026
 - Maintains financial records and ensures that financial transactions are properly recorded and ensures proper tax code related to GST and Withholding taxes selected.
 - Arrange payment according to terms to ensure timely and accurate payments to vendors.
 - Posted invoices to appropriate general ledger accounts.
 - Monitor payments due to the customer and contact them with past due payments.
 - Reconcile the receivable and payable ledger accounts to ensure that all payments and invoices are properly accounted for in the software.
 - Prepare list of accruals for month closing and track the YTD accruals will be matched with working.
 - Co-ordinate with procurement department for AP account balances conformation and reconciliations.
 - Manage Employees T&E reimbursement on timely basis.
 - Perform intercompany reconciliations and balance confirmation on monthly basis
 - Maintain and reconcile general ledger accounts, bank statements and other financial data.
 - Handle Petty Cash and Release payment every month.
 - Co-ordinate with Internal teams and client stakeholders for smooth financial operations
 - Knowledge of local taxation (GST & TDS).
 - Maintain proper documentation and record-keeping as per accounting standards.
- Phoenix Innovative Healthcare Manufacturers Pvt Ltd, Navi-Mumbai**
Finance Officer
October 2020 – April 2022
 - Performed day-to-day financial transactions of accounts receivable data and reconciled monthly totals to confirm proper accounting.
 - AR Ageing Analysis every week for past payment collection
 - take Follow-up with past due accounts for collection (Both from Indian & Foreign Clients)
 - manage and resolve customers' inquiries.
 - prepare trade advances & intercompany transaction report every month.
 - Receiving and handling invoicing and billing related mails

Govt ID #1



Personal Information

Full Name	Gaurav Kumar
Former Name / Maiden Name	N/A
Mobile Number	9711518029
Father's Name	Mehar Singh Saintiwal
Spouse's Name	N/A
Date of Birth	18-05-1989
Age	36 years 8 months
Gender	male
Alternative Mobile Number	7982151223
Aadhar Card Number	697432740150
Aadhar Card Number	N/A
Pan Card Number	CQAPK2600N
Nationality	Indian
Marital Status	Single

Permanent Address

House no	House No-93, Block-G
Street	SGM Nagar
District	Near Sector 21D
City	Faridabad
State	HR
Pincode	121001

Current Address

House no	House No-93, Block-G
Street	SGM Nagar
District	Near Sector 21D
City	Faridabad
State	HR
Pincode	121001

LATEST EMPLOYMENT 1

I am a Fresher and do not have any prior employment experience	
Name of the Employer:	Elementis Specialties India Private Limited
Job Location:	Navi Mumbai
Employee ID:	922545
Designation:	Finance Executive
UAN Number:	
From Date:	20-06-2022
To Date:	20-01-2026
Name of the Reporting Manager:	Amit Nimbalkar
Manager's Contact No:	
Manager's Contact Email:	
Reasons for leaving:	looking a job near to Native place
HR Name:	
HR Contact No:	
HR Email ID:	parag.arjaria@elementis.com
Last Salary Drawn:	933943
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:	Elementis Specialties India Private Limited
Job Location:	Navi Mumbai
Employee ID:	922545
Designation:	Finance Executive
UAN Number:	
From Date:	20-06-2022
To Date:	20-01-2026
Name of the Reporting Manager:	Amit Nimbalkar

LATEST EMPLOYMENT 1

Manager's Contact No:	
Manager's Contact Email:	
Reasons for leaving:	looking a job near to Native place
HR Name:	
HR Contact No:	
HR Email ID:	parag.arjaria@elementis.com
Last Salary Drawn:	933943
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	

ELEMENTIS

A global specialty chemicals company

January 20, 2026

To,
Gaurav Kumar
Employee Code : 0922545
Department : Finance
Location : Talaja

Subject: Resignation Acceptance

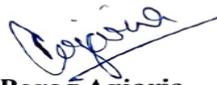
Dear Gaurav,

This is to formally acknowledge the receipt of your resignation letter dated **20th December'2025**, and to inform you that your resignation has been accepted. You have been relieved from your duties with **Elementis Specialties Private Limited**, effective **20th January'2026**

We confirm that you have handed over your responsibilities to the concerned department and have completed the necessary exit formalities. Your Experience letter will be served after full and final settlement.

We wish you all the best in your future endeavors and continued success in your career.

Best Wishes
for Elementis Specialties (India) Pvt. Ltd.



Parag Arjaria
Head HR INDIA & SEA

Elementis Specialties (India) Pvt. Ltd.
Registered Office: Unit B, Ground Floor, Jaswanti Landmark, Mehra
Industrial Estate, L.B.S. Marg, Vikhroli (West), Mumbai - 400079,
INDIA,
Tel: +91-22-6742-1251 / Fax:+91-22-67421252. **Plant Address:** T-29,
MIDC Talaja Industrial Area, Ghot Tondre, Dist.- Raigad, Maharashtra
- 410208, INDIA, CIN NO: U24200MH2011PTC218439 GSTN:
27AACCE7554Q1ZY
E-mail: elementis.india@elementis.com

EX EMPLOYMENT 2

If you do not remember, please write 'NA'.	NIL
I haven't done my EX-EMPLOYMENT-2	
Name of the Employer:	Phoenix Innovative Healthcare Manufacturers Private Limited
Job Location:	Navi Mumbai
Employee ID:	NA
Designation:	Finance officer
UAN Number:	
From Date:	19-10-2020
To Date:	22-04-2022
Name of the Reporting Manager:	Gulab Bhawnani
Manager's Contact No:	
Manager's Contact Email:	
Reasons for leaving:	looking for a career growth
HR Name:	
HR Contact No:	
HR Email ID:	NA
Last Salary Drawn:	308556
Position Type:	Permanent
Agency Details:	
Resignation Acceptance	
Relieving Letter	1
Latest 3 months pay slip	
If you do not remember, please write 'NA'.	NIL
I haven't done my EX-EMPLOYMENT-2	
Name of the Employer:	Phoenix Innovative Healthcare Manufacturers Private Limited
Job Location:	Navi Mumbai
Employee ID:	NA
Designation:	Finance officer
UAN Number:	
From Date:	19-10-2020
To Date:	22-04-2022
Name of the Reporting Manager:	Gulab Bhawnani

EX EMPLOYMENT 2

Manager's Contact No:	
Manager's Contact Email:	
Reasons for leaving:	looking for a career growth
HR Name:	
HR Contact No:	
HR Email ID:	NA
Last Salary Drawn:	308556
Position Type:	Permanent
Agency Details:	
Resignation Acceptance	
Relieving Letter	1
Latest 3 months pay slip	

Date: 25th April 2022

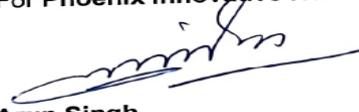
TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. Gaurav Kumar was working in our organization as Officer – Accounts & Finance from 19th October 2020 to 22nd April 2022

During his tenure of employment with us we found him sincere, hardworking, and effective in discharging responsibilities assigned to him.

We wish him success in future assignments.

For Phoenix Innovative Healthcare Manufacturers Pvt. Ltd



Arun Singh
General Manager - Operations



Vijay Chavan
Manager - HR & Administration

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:	NA
Job Location:	NA
Employee ID:	NA
Designation:	NA
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:	NA
Job Location:	NA
Employee ID:	NA
Designation:	NA
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:	Delhi University
College Location:	South Delhi
University Name:	University of Delhi
Major / Specialisation	Accounting
Course / Qualification:	Bachelor of Commerce
Part Time/ Full Time:	part_time
Roll Number / Register Number:	6341661
From:	24-07-2009
To:	20-11-2012
Marksheet	
Provisional Certificate / Diploma / Other Certificates	
Degree Certificate	1
I haven't done my Graduation	
College Name:	Delhi University
College Location:	South Delhi
University Name:	University of Delhi
Major / Specialisation	Accounting
Course / Qualification:	Bachelor of Commerce
Part Time/ Full Time:	part_time
Roll Number / Register Number:	6341661
From:	24-07-2009
To:	20-11-2012
Marksheet	
Provisional Certificate / Diploma / Other Certificates	
Degree Certificate	1

पत्रांक संख्या: Sel/8/B66/4626/09
Enrol. No.

संख्या: 6341661
Enrol. No.



UNIVERSITY OF DELHI

घोषणा किया जाता है कि वर्ष 2012 में परीक्षा के उपरान्त अभिलेख-रक्षक की उपाधि के योग्य पाठ्य लेख पर गौरव कुमार, सुपुत्र - एम. एस. सेठियाल को 2013 के दीक्षा-समारोह में उक्त उपाधि प्रदान की गई।
श्रेणी द्वितीय

This is to certify that having been examined in 2012 and found qualified for the degree of Bachelor of Commerce Gaurav Kumar s/o M. S. Sethiwal was admitted to the said degree at the Convocation held in 2013.

Division Third

[Signature]

सहायक
मुख्य अधिकारी
Registrar
University of Delhi

दिनांक: 19 मार्च, 2013
Date: 19th March, 2013

[Signature]

मुख्य
अधीक्षक
Head Controller
University of Delhi

12TH STANDARD

I haven't done my 12th Standard	
School Name/College Name:	KVS
School Location:	Faridabad
Board Name/University Name:	CBSE
Major Subjects	Financial Accounting
Course / Qualification:	Commerce
Part Time/ Full Time:	full_time
Roll Number / Register Number:	2609696
From:	01-04-2007
To:	20-05-2008
Marksheet	
I haven't done my 12th Standard	
School Name/College Name:	KVS
School Location:	Faridabad
Board Name/University Name:	CBSE
Major Subjects	Financial Accounting
Course / Qualification:	Commerce
Part Time/ Full Time:	full_time
Roll Number / Register Number:	2609696
From:	01-04-2007
To:	20-05-2008
Marksheet	

क्रम संख्या/ 2008/ 069574
S.No.SSCE/

(009470)

केन्द्रीय माध्यमिक शिक्षा बोर्ड Central Board of Secondary Education



सीनियर स्कूल सर्टिफिकेट परीक्षा, 2008
ALL INDIA SENIOR SCHOOL CERTIFICATE EXAMINATION, 2008

यह प्रमाणित किया जाता है कि
This is to certify that GAURAV KUMAR

अनुक्रमांक आत्मज/आत्मजा
Roll No. 2609696 Son/Daughter of

श्रीमती
Smt. SUSHILA DEVI

एवं श्री
& Shri M S SAINTI WAL

ने बोर्ड द्वारा मार्च, 2008 में आयोजित सीनियर स्कूल सर्टिफिकेट परीक्षा
passed the Senior School Certificate Examination of the Board held in March, 2008

विद्यालय से K V NO. 1 N H IV FARIDABAD HRY
from

निम्न विषयों में उत्तीर्ण की :
in the following subjects :

- | | | |
|-----------------------|-----------------|-------------------|
| 1 ENGLISH CORE | 2 ECONOMICS | 3 MATHEMATICS |
| 4 BUSINESS STUDIES | 5 ACCOUNTANCY | 6 WORK EXPERIENCE |
| 7 PHY & HEALTH EDUCAB | GENERAL STUDIES | |

दिल्ली
Delhi
दिनांक
Dated

21/05/2008

M Sharma
परीक्षा नियंत्रक

Controller of Examinations

10TH STANDARD

I haven't done my 10TH Standard	
School Name/College Name:	KVS
School Location:	Faridabad
Board Name/University Name:	CBSE
Major Subjects	Maths, Science, English, Hindi
Course / Qualification:	Maths, Science, English, Hindi
Part Time/ Full Time:	full_time
Roll Number / Register Number:	2100559
From:	01-04-2005
To:	26-05-2006
Marksheet	
I haven't done my 10TH Standard	
School Name/College Name:	KVS
School Location:	Faridabad
Board Name/University Name:	CBSE
Major Subjects	Maths, Science, English, Hindi
Course / Qualification:	Maths, Science, English, Hindi
Part Time/ Full Time:	full_time
Roll Number / Register Number:	2100559
From:	01-04-2005
To:	26-05-2006
Marksheet	

क्रम संख्या/
S. No. SSE/ 2006 530934

(04048)

केन्द्रीय माध्यमिक शिक्षा बोर्ड
Central Board of Secondary Education



सेकण्डरी स्कूल परीक्षा, 2006
ALL INDIA SECONDARY SCHOOL EXAMINATION, 2006

यह प्रमाणित किया जाता है कि
This is to certify that GAURAV KUMAR

अनुक्रमांक आत्मज/आत्मजा श्रीमती
Roll No. 2100559 Son/Daughter of Smt. SUSHILA DEVI

एवं श्री
& Shri M S SAINTIWAL

जिनकी जन्म तिथि
Born on NINETEENTH MAY NINETEEN HUNDRED EIGHTY NINE

हे, ने बोर्ड द्वारा मार्च, 2006 में आयोजित सेकण्डरी स्कूल परीक्षा
passed the Secondary School Examination of the Board held in March, 2006

विद्यालय से
from K V NO. 1 N H IV FARIDABAD HRY

निम्न विषयों में उत्तीर्ण की :-
in the following subjects :-

ENGLISH COMM.

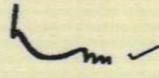
HINDI COURSE-A

MATHEMATICS

SCIENCE & TECH.

SOCIAL SCIENCE

दिल्ली
Delhi
दिनांक
Dated 27-05-2006


(Pavnesh Kumar)
परीक्षा नियंत्रक
Controller of Examinations

टिप्पणी: संस्थागत विद्यार्थी का संपूर्ण मूल्यांकन करते समय, बोर्ड द्वारा निर्धारित विद्यालयीय मूल्यांकन प्रमाणपत्र का भी संज्ञान वांछित है।
NOTE : While judging regular students, it is expected that CERTIFICATE OF SCHOOL-BASED EVALUATION would be taken cognizance of .

GRADUATION

University / Institute Name	Delhi University
Course	Bachelor of Commerce
Specialization Major	N/A
Start Date	N/A

SECONDARY

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

Employment Deals

Years of Experience	
No of Employment	0
Start Date	N/A
End Date	N/A
Gap Status	0 years and 0 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.

Gaurav Kumar	For BGV Purpose Gaurav Kumar 03 rd Feb 2026	03-02-2026
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.