Background Verification Form

Company name: Four Seasons Hotel Mumbai (A Division of Provenance Land Pvt Ltd)

Purpose of Application: NORMAL BGV(EMPLOYMENT)

Applicant's CV

Contact

Phone
9156392239

Email
rohankolte333@gmail.com

Address
Vaishnav sadan SB pawar marg currey road Mumbai Maharashtra – 400013

Skills

Banquet Service
Banquet Bar Setup
Beverage Preparation
Cocktail & Mocktail Service
Guest Handling
Glass Management
Bar Hygiene & Safety

Language

English
Marathi
Hindi

Awards & Certifications

Employee of the Month Certificate Awarded for service excellence and consistent performance.

Wine & Spirits Seminar Certificate Completed professional training conducted by Happy High Institute, held at a hotel.

Rohan Manoj Kolte
Guest Service Associate

Experience

June 2024 – Recent
JW MARRIOTT - Juhu

FOOD And BEVERAGE ASSOCIATE

- 17 months of experience in banquet food & beverage operations.
- Worked in Banquet Buffet Operations for the first 7 months before moving to Banquet Bar as a Bartender.
- Managed banquet bar setup, beverage preparation, and smooth service during events.
- Served cocktails, mocktails, spirits, and non-alcoholic beverages as per hotel standards.
- Ensured hygiene, glassware management, stock organization, and safety compliance.
- Provided professional guest service during weddings, corporate events, and social functions.

June 2022 - Oct 2022
HOTEL SAHARA STAR

INTERNSHIP TRAINEE

- Completed 5 months of industrial training as part of the Hospitality Management & Tourism Studies curriculum.
- Food & Beverage Service: 2 months in Restaurant Operations and 1 month in Banquet Service, gaining experience in guest handling, service standards, and event execution.
- Assisted in Front Office operations, focusing on guest satisfaction and service excellence.
- Housekeeping: 1 month of training focused on room maintenance standards, cleanliness protocols, and guest comfort management.
- Achieved a "Very Good" performance rating, reflecting professionalism, adaptability, and strong work ethic

Education

2023 - 2024
Kohinoor College Of Hotel & Tourism Management Studies

Bachelor In Hospitality Studies
Passed

2020 - 2021
GJ College, Ratnagiri

12th Arts
First Class

Govt ID #1

Personal Information	
Full Name	Rohan manoj kolte
Former Name / Maiden Name	N/A
Mobile Number	9156392239
Father's Name	Manoj mohan kolte
Spouse's Name	N/A
Date of Birth	27-09-2003
Age	22 years 5 months
Gender	male
Alternative Mobile Number	9137780946
Aadhar Card Number	541529419392
Aadhar Card Number	N/A
Pan Card Number	LESPK8657L
Nationality	Indian
Marital Status	Single

Permanent Address	
House no	04 A wing shiv archana apartment
Street	Swami nagar khedshi Ratnagiri
District	N/A
City	Ratnagiri
State	MH
Pincode	415639

Current Address	
House no	Shop no 2 vaishnav sadan
Street	Sb pawar marg currey road Mumbai
District	N/A
City	Mumbai
State	MH
Pincode	400013

LATEST EMPLOYMENT 1	
I am a Fresher and do not have any prior employment experience	
Name of the Employer:	Rohan kolte
Job Location:	Jw Marriott juhu
Employee ID:	E8039F
Designation:	Guest service associate
UAN Number:	102098826345
From Date:	25-06-2024
To Date:	02-03-2026
Name of the Reporting Manager:	Ashish Yadav
Manager's Contact No:	919869664498
Manager's Contact Email:	ashish.yadav@marriotthotels.com
Reasons for leaving:	Want to explore another property for the work experience
HR Name:	Amrita ajmera
HR Contact No:	
HR Email ID:	Vidya.menon@marriotthotels.com
Last Salary Drawn:	12000
Position Type:	temporary
Current Status:	relieved_pending_fnf
Agency Name (if third party):	
Agency Details:	
Resignation Acceptance	1

LATEST EMPLOYMENT 1	
Relieving Letter	
Latest 3 months pay slip	
I am a Fresher and do not have any prior employment experience	
Name of the Employer:	Rohan kolte
Job Location:	Jw Marriott juhu
Employee ID:	E8039F
Designation:	Guest service associate
UAN Number:	102098826345
From Date:	25-06-2024
To Date:	02-03-2026
Name of the Reporting Manager:	Ashish Yadav
Manager's Contact No:	919869664498
Manager's Contact Email:	ashish.yadav@marriotthotels.com
Reasons for leaving:	Want to explore another property for the work experience
HR Name:	Amrita ajmera
HR Contact No:	
HR Email ID:	Vidya.menon@marriotthotels.com
Last Salary Drawn:	12000
Position Type:	temporary
Current Status:	relieved_pending_fnf
Agency Name (if third party):	
Agency Details:	
Resignation Acceptance	1
Relieving Letter	
Latest 3 months pay slip	

JW MARRIOTT
MUMBAI JUHU

03rd February, 2026

Mr. Rohan Manoj Kolte

Guest Service Associate - F&B
JW Marriott Mumbai Juhu

Subject: Resignation Acceptance

Dear Mr. Kolte,

This refers to your resignation letter dated February 01, 2026, resigning from the services of the organization. Your resignation has been accepted with effect from February 03, 2026. Your last working day with JW Marriott Mumbai Juhu will be March 02, 2026

Sincerely,

For JW Marriott Mumbai Juhu

Amrita Ajmera
Director of Human Resources

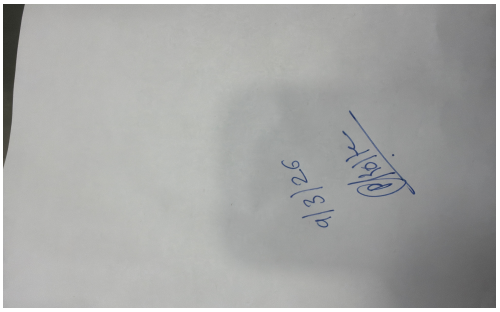
J W Marriott Mumbai Juhu

Regd. Office : Juhu Beach Resorts Ltd., Juhu Tara Road, Mumbai 400049, India. Tel. : +91 22 6693 3000 Fax : +91 22 6693 3100
E-mail : jwmarriottmumbai@marriotthotels.com

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.

Rohan Kolte		09-03-2026
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.