

## EMPLOYEE BACKGROUND VERIFICATION FORM

**COMPANY NAME : HML**

Please note that it is mandatory for you to complete the form in all respects. The information you provide must be complete and correct and the same shall be treated in strict confidence.

The details on this form will be used for all official requirements should you join the organization.

<b>Position applied for</b>		<b>Job Location</b>	
Lead Finance Transformation		Bengaluru	
<b>Personal Information</b>			
<b>Full Name of the Applicant</b>		<b>Pancard Number</b>	<b>Aadhaar Number</b>
Mrs. Dupinder Kaur		AOLPK6556L	3718 1189 7849
<b>Father's Full Name</b>	Mr. Harinder Pal Singh	<b>Date of Birth (DD/MM?YYYY)</b> <span style="color: red;">3/21/1982</span>	
<b>Husband Name</b>	Mr. Gurmeet Singh		
<b>Gender (MALE/FEMALE)</b>	<b>MOBILE NUMBER</b>	<b>Nationality</b>	<b>Marital Status</b>
Female	73032 77215	Indian	Married
<b>Personal Email ID</b>		<b>Official Email ID</b>	
<a href="mailto:dupinder.khanna@gmail.com">dupinder.khanna@gmail.com</a>			
<b>Permanent Address</b>		<b>Period of stay</b>	
Flat No. T1-401, BPTP PARK GENERATIONS SEC 37D, GURGAON Pin 122006		<b>From (Month/Year)</b>	<b>To (Month/Year)</b>
		Nov-21	Current
		<b>Residence Mobile Number</b>	<b>Alternate Mobile number</b>
<b>Pincode</b>	122006	<b>96504 59743</b>	
<b>State</b>	Haryana		
<b>Prominent Landmark</b>	Near Signature Hospital		
<b>Nearest Police Station</b>	Sec 10A, Gurgaon		

Education Qualification - Please attach copy of Degree and Final year mark sheet					
Name of the University	POST GRADUATION	Dates Attended		Qualification Gained	ID /Roll No
		From	To		
		dd/mm/yy	dd/mm/yy	Name of the Course	
Institute of Chartered Accountants of India, New Delhi	Professional Qualification	May, 2020	Nov, 2024	Chartered Accountancy	01625
Name of the College			Course Name / Specialization		
Institute of Chartered Accountants of India, New Delhi			Chartered Accountancy		

Please tick mark the documents submitted for this qualification along with this form

I ✓ Marksheet     
  Provisional Certificate     
  Degree Certificate     
  None

Name of the University	GRADUATION	Dates Attended		Qualification Gained	ID /Roll No
		From	To		
		dd/mm/yy	dd/mm/yy	Name of the Course	
Panjab University, Chandigarh	B COM	April 2000	April 2003	Bachelor of Commerce	

Name of the College	Course Name / Specialization
Panjab University, Chandigarh	Commerce, Business, Economics, Accounting

Please tick mark the documents submitted for this qualification along with this form

Marksheet     
  Provisional Certificate     
  ✓ Degree Certificate     
  None

Name of the College	University / Board Name & Location	Dates Attended		Qualification Gained	ID /Roll No
		From	To		
		dd/mm/yy	dd/mm/yy	Name of the Course	
12TH STANDARD					
BBK DAV College for Women, Lawrence Road, Amritsar	Punajb School Education Boar	July-1999	March 20	Senior Secondary Commerce	

Please tick mark the documents submitted for this qualification along with this form

Marksheet

Name of the School	School / Board Name & Location	Dates Attended		Qualification Gained	ID /Roll No
		From	To		
		dd/mm/yy	dd/mm/yy	Name of the Course	
10TH STANDARD					
Sacred Heart High School, Majitha Road, Amritsar	ICSE, NEW DELHI	Apr-86	Mar-98	Matriculation	T / 817 / 023

Please tick mark the documents submitted for this qualification along with this form

Marksheet

Employment History			
<p><b>Note: Please ensure that you are descriptive wherever necessary – e.g. If company has closed, do mention it. Employee Code/ ID/ Number is mandatory. If your previous employer did not provide one, please mention and state reasons for the same.</b></p>			
Name of the Employer -1 (Latest Employment)		Address of Employer	
Cepheid India Private Limited		9th Floor, Tower B, Paras Twin Towers, Sector 54, Gurgaon 122002	
Telephone No	Employee Code/No	Designation	UAN Number
	3652865	Director Finance South Asia	100141635917
Employment Period		Reporting Manager's Name	Reporting Manager's Contact No
From	To	Fu pong Phoon	+6591155824
Jun-24	Jun-25		Reporting Manager's Email ID
			<a href="mailto:fupong.phoon@cepheid.com">fupong.phoon@cepheid.com</a>
Duties & Responsibilities		Reasons for leaving	
Managing end to end finance operations for India Cepheid Entity		Personal reasons	
HR-Human Resource Contact Person Name & Contact Number		HR - Human Resource Contact Person Email ID	
Melissa Park		<a href="mailto:melissa.park@cepheid.com">melissa.park@cepheid.com</a> ; +65 8121 7906	
First Salary drawn Jun-24	Was this Position <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Contractual	Agency Details (if temporary or contractual), provide details	
Last Salary drawn May-25		Not applicable	
Last Salary drawn			
<b>Please tick mark the documents submitted for this employment</b> <input type="checkbox"/> Service Certificate <input type="checkbox"/> Relieving letter <input type="checkbox"/> Offer letter <input checked="" type="checkbox"/> Any Other (please specify) <a href="#">Relieving cum experience certificate</a> <input type="checkbox"/> None			
Employment History - Please attach a copy of your relieving letter/service certificate			
Name of the Employer -2 (Ex-Employment)		Address of Employer	
Campus Activewear Limited		DLF Cyberpark, Block B, First Floor, Sector 20, Udyog Vihar, Phase III, Gurgaon- 122016	
Telephone No	Employee Code/No	Designation	UAN Number
	11462	Finance Controller	
Employment Period		Reporting Manager's Name	Reporting Manager's Contact No
From	To	Sanjay Chhabra	+91 9971872220
Jan-23	May-24		Reporting Manager's Email ID
			<a href="mailto:cfo@campusshoes.com">cfo@campusshoes.com</a>
Duties & Responsibilities		Reasons for leaving	
Financial accounting & reporting, Tax and compliance and managing statutory audit and internal audit		For growth opportunities	
HR-Human Resource Contact Person Name & Contact Number		HR - Human Resource Contact Person Email ID	
Alka Monga		<a href="mailto:alka.monga@campusshoes.com">alka.monga@campusshoes.com</a>	
First Salary drawn Jan-23	Was this Position <input checked="" type="checkbox"/> Permanent ✓ <input type="checkbox"/> Temporary <input type="checkbox"/> Contractual	Agency Details (if temporary or contractual), provide details	
Last Salary drawn May-24		NOT APPLICABLE	

Please tick mark the documents submitted for this employment

- Service Certificate       Relieving letter       Offer letter       Any Other ✓✓  
 None

Relieving cum  
experience certificate

**Documents Required (Mandatory)**

Education:

- Photocopy of degree certificate and final mark sheet of all examinations

Employment

- Photocopy of relieving / experience letter for each employer mentioned in the form

Identity & Address Proof

- Pan Card / Passport Copy/ Driving License / Aadhaar Copy / Bank Passbook / Voter ID

**Declaration and 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 .

<b>DUPINDER KAUR</b>		<b>8/3/2025</b>
<b>Full Name of the Candidate</b>	<b>Signature</b>	<b>Date of Form Filled</b>