

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.

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

<input checked="" type="checkbox"/> Marksheets	<input type="checkbox"/> Provisional Certificate	<input type="checkbox"/> Degree Certificate	<input type="checkbox"/> 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					
<input type="checkbox"/> Marksheets <input type="checkbox"/> Provisional Certificate <input checked="" type="checkbox"/> Degree Certificate <input type="checkbox"/> 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	Punjab School Education Board	July-1999	March 20	Senior Secondary Commerce	
Please tick mark the documents submitted for this qualification along with this form					
<input checked="" type="checkbox"/> Marksheets					
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	ICSE, NEW DELHI	Apr-86	Mar-98	Matriculation	T / 817 / 023
Please tick mark the documents submitted for this qualification along with this form					
<input checked="" type="checkbox"/> Marksheets					
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Employment History				
<p>Note: Please ensure that you are descriptive wherever necessary – e.g. If company has closed, do mention it.</p> <p>Employee Code/ ID/ Number is mandatory. If your previous employer did not provide one, please mention and state reasons for the same.</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		+6591155824	
Jun-24	Jun-25	Fu pong Phoon	Reporting Manager's Email ID	
			fupong.phoon@cepheid.com	
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		melissa.park@cepheid.com ; +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	<input type="checkbox"/> Temporary <input type="checkbox"/> Contractual			
<p>Please tick mark the documents submitted for this employment</p> <p><input type="checkbox"/> Service Certificate <input type="checkbox"/> Relieving letter <input type="checkbox"/> Offer letter <input checked="" type="checkbox"/> Any Other (please specify) Relieving cum experience certificate</p>				
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		+91 9971872220	
Jan-23	May-24	Sanjay Chabba	Reporting Manager's Email ID	
			cfo@campusshoes.com	
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		alka.monga@campusshoes.com		
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
 None

Any Other

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 .

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