

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 MANAGER-QA		Job Location SRI CITY	
Personal Information			
Full Name of the Applicant MITNASALA POORNA CHANDRA RAO		Pancard Number BJFPM9872D	Aadhaar Number 570544371228
Father's Full Name BHASKARA RAO	Date of Birth (DD/MM/YYYY) 3/20/1985		
Husband Name NA	Nationality INDIAN		
Gender (MALE/FEMALE) MALE	MOBILE NUMBER 8247537548	Marital Status Married	
Personal Email ID rithvicashtvik@gmail.com		Official Email ID Poornachandrarao.m@onesourcecdmo.com	
Permanent Address 1-14, Kothapatnam Road, Alluru(Village), Kothapatnam(Mandal),Prakasam(District) Andhra Pradesh, Pin: 523286		Period of stay From (Month/Year) Mar-85 To (Month/Year) As on	
Pincode 523286		Residence Mobile Number 9381811354	
State ANDHRA PRADESH		Alternate Mobile number NA	
Prominent Landmark NEAR SDA CHURCH			
Nearest Police Station KOTHAPATNAM			

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 dd/mm/yy	To dd/mm/yy		
JNTU	MSC	2005	2007	First Class with Distinction	05G41G1703
Name of the College		Course Name / Specialization			
OTRI		Organic Chemistry			

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

☒ Marksheet ☒ Provisional Certificate ☒ Degree Certificate ☐ None

Name of the University	GRADUATION	Dates Attended		Qualification Gained	ID /Roll No
		From	To	Name of the Course	
		dd/mm/yy	dd/mm/yy		
ACHARYA NAGRAJUNA UNIVERSITY	BSC	2002-2003	2004-2005	First Class	Y23160174
Name of the College		Course Name / Specialization			
A.K.V.K. Degree College,Ongole		Microbiology, Bio-Chemistry, Chemistry			

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		
		12TH STANDARD	dd/mm/yy	dd/mm/yy	
JAWAHAR BHARATHI JUNIOR COLLEGE	BOARD OF INTERMEDIATE EDUCATION,A.P	2000	2002	Second Division	5167767

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

☒ Marksheet

Name of the College	School / Board Name & Location	Dates Attended		Qualification Gained	ID /Roll No
		From	To		
		10TH STANDARD	dd/mm/yy	dd/mm/yy	
SRI VIDYARANYA HIGH SCHOOL,KOPPOLU	SECONDARY SCHOOL CERTIFICATE	1999	2000	First Class	0336542

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

☒ Marksheet

Employment History

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.

Name of the Employer -1 (Latest Employment)		Address of Employer	
Onesource Specialty Pharma Limited		Plot No. 2-D1, Obadenahalli Industrial Area, Doddaballapura 3rd Phase Kasa, Doddaballapura Taluk, Bengaluru Rural	
Telephone No	Employee Code/No	Designation	UAN Number
8247537548	152049	Senior Team Leader	101287160971
Employment Period		Reporting Manager's Name	Reporting Manager's Contact No
From	To	Annadurai Singarajan	7228899986
Nov-22	Current		Reporting Manager's Email ID
			Annadurai.Singarajan@onesourcecdmo.com
Duties & Responsibilities		Reasons for leaving	
Handling of Qualification activities of both DS and DP facilities		For Better prospects	
HR-Human Resource Contact Person Name & Contact Number		HR - Human Resource Contact Person Email ID	
SunilKumar G & 9538601812		G.SunilKumar@onesourcecdmo.com	
First Salary drawn	Was this Position <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Contractual	Agency Details (if temporary or contractual), provide details	
15.25 Lacs			
Last Salary drawn		NA	
17.28 Lacs			
Last Salary drawn	<input type="checkbox"/> Temporary <input type="checkbox"/> Contractual	NA	

Please tick mark the documents submitted for this employment

☒ Service Certificate
☒ None

☒ Relieving letter

☒ Offer letter

☒ Any Other

(please specify) *Latest Increment letter*

Employment History - Please attach a copy of your relieving letter/service certificate

Name of the Employer -2 (Ex-Employment)		Address of Employer	
Virchow Biotech Private Limited		Survey no.172 part, Gagillapur Village, Quthbullapur Mandal, R.R.Di - 500043	
Telephone No	Employee Code/No	Designation	UAN Number
8247537548	4229	MANAGER	101287160971
Employment Period		Reporting Manager's Name	Reporting Manager's Contact No
From	To	Anuroop sharma	9970061079
Apr-18	Sep-22		Reporting Manager's Email ID
			NA
Duties & Responsibilities		Reasons for leaving	
Handling of Qualifications and QMS		For better prospects	
HR-Human Resource Contact Person Name & Contact Number		HR - Human Resource Contact Person Email ID	
Raghurami Reddy & 9642996045		raghu@virchowbiotech.com	
First Salary drawn	Was this Position <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Contractual	Agency Details (if temporary or contractual), provide details	
7.4 Lacs			
Last Salary drawn		NA	
11.18 Lacs			

Please tick mark the documents submitted for this employment

☒ Service Certificate
☒ None

☒ Relieving letter

☒ Offer letter

☒ Any Other

(please specify)

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

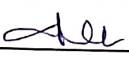
Identity & Address Proof

- 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 .

Mr. Poornima Chandra Rao		10/12/2025
Full Name of the Candidate	Signature	Date of Form Filled