

# 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

Associate Area Manager in Key Account-Div Bangalore

Personal Information

Full Name of the Applicant

Pancard Number

Aadhaar Number

NEETI

AONPN0008C

630252606579

Father's Full Name

NARENDRA KUMAR

Date of Birth (DD/MM/YYYY) 01/03/1985

Husband Name

X - X - X

Gender (MALE/FEMALE)

MOBILE NUMBER

Nationality

Marital Status

Female

9845807133

Indian

Unmarried

Personal Email ID

Official Email ID

neeti\_narendran@yahoo.com

Permanent Address

Period of stay

NEETI, House No 32,  
3rd Main, 2nd cross,  
Nagendra Block (Near  
Jyoti Juice centre  
Bangalore - 560050

From (Month/Year)

To (Month/Year)

Residence Mobile Number

Alternate Mobile number

Pincode

560050

State

KARNATAKA

Prominent Landmark

Near Jyoti Juice Centre

Nearest Police Station

9845807133

8779943028

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   |             |
|                        |                 |                              |          |                      |             |
| Name of the College    |                 | Course Name / Specialization |          |                      |             |
|                        |                 |                              |          |                      |             |

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<br>dd/mm/yy                           | To<br>dd/mm/yy |                                            |             |
| Bangalore University<br>M.S. Ramaiah College    | BSC        | 2004                                       | 2008           | Microbiology<br>Biotechnology<br>Chemistry | 04KUST0151  |
| Name of the College                             |            | Course Name / Specialization               |                |                                            |             |
| M.S. RAMAIAH College of ART, Science & Commerce |            | Microbiology<br>Biotechnology<br>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<br>dd/mm/yy | To<br>dd/mm/yy |                                                |                                  |
| 12TH STANDARD       |                                       |                  |                |                                                |                                  |
| SPV Inter College   | Bihar Inter mediate Education Council | 2001             | 2003           | Physics<br>Chemistry<br>Biology<br>Mathematics | Role Code 3108<br>Role No 100 33 |

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<br>dd/mm/yy | To<br>dd/mm/yy |                      |                                  |
| 10TH STANDARD                  |                                |                  |                |                      |                                  |
| PRABHAT TARA GIRLS High School | BIHAR BOARD                    | 2000             |                | Matriculation        | Roll code 05127<br>Roll No. 0074 |

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                                                                                        |              |
| TI MEDICAL                                             |                  | 3rd Floor, 3 B-21, 22 Phoenix, Paragon Park 2nd<br>1st Bahadur Shastri Marg, Kurla West<br>Mumbai - 400070 |              |
| Telephone No                                           | Employee Code/No | Designation                                                                                                | UAN Number   |
|                                                        | KA085            | Sr. Professional Services                                                                                  | 100503942024 |
| Employment Period                                      |                  | Reporting Manager's Name                                                                                   |              |
| From                                                   | To               | Manish Kumar                                                                                               |              |
| 17th June 2025                                         | 20th March 2026  | Reporting Manager's Contact No                                                                             |              |
|                                                        |                  | 9771412471                                                                                                 |              |
|                                                        |                  | Reporting Manager's Email ID                                                                               |              |
|                                                        |                  | kumar.manish149@gmail.com                                                                                  |              |
| Duties & Responsibilities                              |                  | Reasons for leaving                                                                                        |              |
|                                                        |                  | Career growth                                                                                              |              |
| HR-Human Resource Contact Person Name & Contact Number |                  | HR - Human Resource Contact Person Email ID                                                                |              |
| Roshan Rathode / Bhavini                               |                  |                                                                                                            |              |

|                                                              |                                                                                                                                                  |                                                               |
|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| First Salary drawn                                           | Was this Position<br><input checked="" type="checkbox"/> Permanent<br><input type="checkbox"/> Temporary<br><input type="checkbox"/> Contractual | Agency Details (if temporary or contractual), provide details |
| Last Salary drawn                                            |                                                                                                                                                  |                                                               |
| Last Salary drawn                                            |                                                                                                                                                  |                                                               |
| Please tick mark the documents submitted for this employment |                                                                                                                                                  |                                                               |
| <input type="checkbox"/> Service Certificate                 | <input type="checkbox"/> Relieving letter                                                                                                        | <input checked="" type="checkbox"/> Offer letter              |
| <input type="checkbox"/> None                                | <input type="checkbox"/> Any Other (please specify)                                                                                              |                                                               |

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

|                                                           |                  |                                                                                                     |              |
|-----------------------------------------------------------|------------------|-----------------------------------------------------------------------------------------------------|--------------|
| Name of the Employer -2 (Ex-Employment)                   |                  | Address of Employer                                                                                 |              |
| Novartis merge with<br>JB Chemicals & Pharmaceuticals Ltd |                  | Emergy IT Park, Unit A2, 3rd floor Unit A,<br>Appa Saheli Marathe Marg, Prabhadevi Mumbai<br>400025 |              |
| Telephone No                                              | Employee Code/No | Designation                                                                                         | UAN Number   |
|                                                           | 321543           | TRE                                                                                                 | 100503842024 |
| Employment Period                                         |                  | Reporting Manager's Name                                                                            |              |
| From                                                      | To               | Ravindra Rao<br>Kunderapur                                                                          |              |
| 02/01/2024                                                | 29/4/2025        | Reporting Manager's Contact No                                                                      |              |
|                                                           |                  | 9945177002                                                                                          |              |
|                                                           |                  | Reporting Manager's Email ID                                                                        |              |
| Duties & Responsibilities                                 |                  | Reasons for leaving                                                                                 |              |
|                                                           |                  | Career growth                                                                                       |              |
| HR-Human Resource Contact Person Name & Contact Number    |                  | HR - Human Resource Contact Person Email ID                                                         |              |
| Suresh Anand                                              |                  |                                                                                                     |              |

|                                                              |                                                                                                                                                  |                                                               |
|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| First Salary drawn                                           | Was this Position<br><input checked="" type="checkbox"/> Permanent<br><input type="checkbox"/> Temporary<br><input type="checkbox"/> Contractual | Agency Details (if temporary or contractual), provide details |
| Last Salary drawn                                            |                                                                                                                                                  |                                                               |
|                                                              |                                                                                                                                                  |                                                               |
| Please tick mark the documents submitted for this employment |                                                                                                                                                  |                                                               |
| <input type="checkbox"/> Service Certificate                 | <input checked="" type="checkbox"/> Relieving letter                                                                                             | <input checked="" type="checkbox"/> Offer letter              |
| <input type="checkbox"/> None                                | <input type="checkbox"/> 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.

NEETI

Neeti

18/03/2026