

Background Verification Form

Company name: Krisala Developer

Purpose of Application: NORMAL BGV(EMPLOYMENT)

Applicant's CV

Snehal CV (D)-2

OBJECTIVE:
Intend to build a career with leading corporate of hi-tech environment with committed & dedicated people which will help me to explore myself fully and realize my potential.

Organisational Experience:

- Name of Employer :** CIBL HR and Services (Godrej Properties)
Designation : SR. Document Controller
Period Of Work : 01-July-2024 - Till Date
- Name of Employer :** TRICHEM PLANT AND ENGINEERING SOLUTION PVT LTD.
Designation : Sr. Document Controller
Period of Work : 16-Oct-2023 to 30 June
 - Archiving /Scanning/Printing – Re-examining, recording and filing incoming hard or electronic copies of drawings (Internal and External) and documents.
 - Ensuring all documentation is the current version and easily accessible.
 - Managing all management and engineering design documents, Vendor Data and Engineering design drawings.
 - Maintaining documents logs for cores (1 / +) Internal approved project submittals, RFI (Incoming & Outgoing).
 - Maintaining all tracking records and ensuring that they are initiated when a file is taken from the filing room.
 - Maintaining a list of office furniture and equipment together with a list of site offices work station equipment, and their location.
 - Develop and maintain document control processes for the efficient management and recording all documents.
 - Review and approve documentations as requested / maintained in the electronic Document Management System (CMS).
 - Review and approve documentations as requested / maintained in the electronic Document Management System (CMS).
 - Assist with the technical project administration tasks.
 - To maintain a safe and secured working environment within Document Control

Organisational Experience:

- Name of Employer :** GEM ENGSERV PVT. LTD.
Designation : Sr. Document Controller
Period of Work : 02-Jun-2021 to 13-Apr-2023
 - Archiving/Scanning/Printing – Re-examining, recording and filing incoming hard or electronic copies of drawings (Internal and External)
 - Ensuring all management and engineering design documents, Vendor Data and Engineering design drawings.
 - Maintaining documents logs for cores (1 / +) Internal approved project submittals, RFI (Incoming & Outgoing).

Job Profile:

- Archiving/Scanning/Printing – Re-examining, recording and filing incoming hard or electronic copies of drawings (Internal and External)
- Ensuring all management and engineering design documents, Vendor Data and Engineering design drawings.
- Maintaining documents logs for cores (1 / +) Internal approved project submittals, RFI (Incoming & Outgoing).

Mobile View Word Count Content Projection Edit

proper filing system for Incoming & Outgoing Documents.

Govt ID #1

Personal Information

Full Name	Snehal Nishikant Kate
Former Name / Maiden Name	NA
Mobile Number	7738509369
Father's Name	Rakesh Sadamate
Spouse's Name	Nishikant Kate
Date of Birth	24-06-1981
Age	44 years 0 months
Gender	male
Alternative Mobile Number	9960277004
Aadhar Card Number	627390958246
Aadhar Card Number	7738509369
Pan Card Number	DDVPK5516E
Nationality	Indian
Marital Status	Married

Permanent Address

House no	Gajanan soc. Sainagar Gahunje
Street	Dehuroad pune near SBI bank
District	Gahunje
City	Pune
State	MH
Pincode	412101

Current Address

House no	Gajanan soc. Sainagar Gahunje
Street	Dehuroad pune near SBI bank
District	Gahunje
City	Pune
State	MH
Pincode	412101

LATEST EMPLOYMENT 1

I am a Fresher and do not have any prior employment experience	
Name of the Employer:	CIEL HR services pvt Ltd
Job Location:	Mamurdi
Employee ID:	169316
Designation:	Sr. Document Controller
UAN Number:	101594900702
From Date:	01-07-2024
To Date:	31-05-2025
Name of the Reporting Manager:	Navneetkumar Tomar
Manager's Contact No:	919410419889
Manager's Contact Email:	navneetkumar1@godrej properties.com
Reasons for leaving:	Contract over
HR Name:	Prachi jain
HR Contact No:	919755973357
HR Email ID:	prachijain@godrejproperties.com
Last Salary Drawn:	30.000
Position Type:	permanent
Agency Details:	NA
Resignation Acceptance	0
Relieving Letter	0
Latest 3 months pay slip	1
I am a Fresher and do not have any prior employment experience	
Name of the Employer:	CIEL HR services pvt Ltd
Job Location:	Mamurdi
Employee ID:	169316
Designation:	Sr. Document Controller
UAN Number:	101594900702
From Date:	01-07-2024
To Date:	31-05-2025
Name of the Reporting Manager:	Navneetkumar Tomar
Manager's Contact No:	919410419889
Manager's Contact Email:	navneetkumar1@godrej properties.com

LATEST EMPLOYMENT 1

Reasons for leaving:	Contract over
HR Name:	Prachi jain
HR Contact No:	919755973357
HR Email ID:	prachijain@godrejproperties.com
Last Salary Drawn:	30.000
Position Type:	permanent
Agency Details:	NA
Resignation Acceptance	0
Relieving Letter	0
Latest 3 months pay slip	1

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GRADUATION

I haven't done my Graduation	
College Name:	Prof. Ramkrushna More college
College Location:	Akurdi
University Name:	Pune
Major / Specialisation	HRM
Course / Qualification:	BBA
Part Time/ Full Time:	full_time
Roll Number / Register Number:	15231
From:	15-06-2009
To:	30-04-2013
Marksheet	1
Provisional Certificate / Diploma / Other Certificates	1
Degree Certificate	1
I haven't done my Graduation	
College Name:	Prof. Ramkrushna More college
College Location:	Akurdi
University Name:	Pune
Major / Specialisation	HRM
Course / Qualification:	BBA
Part Time/ Full Time:	full_time
Roll Number / Register Number:	15231
From:	15-06-2009
To:	30-04-2013
Marksheet	1
Provisional Certificate / Diploma / Other Certificates	1
Degree Certificate	1

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12TH STANDARD

I haven't done my 12th Standard	
School Name/College Name:	Shri Shivaji vidyalay
School Location:	Dehuroad
Board Name/University Name:	Pune
Major Subjects	NA
Course / Qualification:	HSC
Part Time/ Full Time:	full_time
Roll Number / Register Number:	P174290
From:	01-02-2008
To:	30-04-2009
Marksheet	1
I haven't done my 12th Standard	
School Name/College Name:	Shri Shivaji vidyalay
School Location:	Dehuroad
Board Name/University Name:	Pune
Major Subjects	NA
Course / Qualification:	HSC
Part Time/ Full Time:	full_time
Roll Number / Register Number:	P174290
From:	01-02-2008
To:	30-04-2009
Marksheet	1

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PROFESSIONAL REFERENCE 1

Name of the Person:	Mousami Koli
Designation:	Executive Billing
Contact No:	7058284141
Email ID:	Musamikoli.41@krisala.com
Name of the Organisation:	Krisala developers
Name of the Person:	Mousami Koli
Designation:	Executive Billing
Contact No:	7058284141
Email ID:	Musamikoli.41@krisala.com
Name of the Organisation:	Krisala developers

PROFESSIONAL REFERENCE 2

Name of the Person:	NA
Designation:	NA
Contact No:	NA
Email ID:	Na
Name of the Organisation:	Na
Name of the Person:	NA
Designation:	NA
Contact No:	NA
Email ID:	Na
Name of the Organisation:	Na

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.

N/A		01-01-1970
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.