

Background Verification Form

Company name: Onclusive India Private Limited

Purpose of Application: NORMAL BGV(EMPLOYMENT)

Applicant's CV

ISHWI SINGH
SEO WRITER | EDITOR | CONTENT STRATEGIST
Delhi, India (Open to relocation) | itzishwisingh@gmail.com | +91 9871385291
LinkedIn profile: [Ishwi Singh](#)

SUMMARY

English Literature postgraduate with 3 years of experience in digital content writing, editing, proofreading, and CMS publishing. Skilled in SEO optimization, Google Analytics-driven content improvement, and quality control, contributing to ~20% growth in audience engagement while collaborating within a cross-functional content team in deadline-driven environments.

SKILLS

Copywriting & Creative Writing	Canva, Adobe, and Figma Tools	Social Media Coordination
Content Editing	Communication	MS Office CMS Tools
Media Research & Trend Analysis	Digital Content Publishing	SEO Writing & Optimization

PROFESSIONAL EXPERIENCE

ASIANET NEWS (CONTENT WRITER & EDITOR) Aug 2023 - Present

- Revitalized inactive website (MyNation) by rebuilding content workflow, increasing monthly traffic by 180% in Q1; led a 2-member team and drove 60-70% of traffic share
- Managed high-volume content production, delivering 50+ articles per week within rapid publishing timelines, contributing to a ~18-22% increase in reader engagement
- Authored content for News, Science, Climate Change, Lifestyle, Education, and Career categories, contributing to 25% improvement in overall content performance over 5 months
- Collaborated with editors, designers, and social media teams to ensure content alignment with organizational goals
- Proactively researched emerging trends using Google Trends and real-time news monitoring to anticipate content challenges, delivering timely and relevant content to a global audience
- Overseeing end-to-end content development processes under strict deadlines
- Leveraged Google Analytics insights to optimize topic selection and content structure, contributing to a ~20% increase in audience interaction and a ~15% improvement in key engagement indicators over 5 months

OXFORD UNIVERSITY PRESS (EDITORIAL INTERN) Dec 2022- Feb 2023

- Assisted in developing educational content for school books
- Edited and proofread content to ensure clarity, accuracy, and consistency across all publications
- Collaborated on creating interactive, game-based learning activities designed to make knowledge engaging and fun for children

PRATIPI (SCRIPT WRITER- FREELANCE) Apr 2022- July 2022

- Coordinated with creative teams (artists and editors) to align storytelling goals with project requirements
- Delivered high-quality scripts within tight deadlines. Adapted writing style based on feedback

EDUCATION

MA English	2021 - 2023
Jamia Millia Islama (CDOB)	
Bachelor of Arts (Honours) in English	2018 - 2021
Ambedkar University Delhi	

ADDITIONAL INFORMATION

- Languages: English, Hindi.
- Find my works here: newsable.asianetnews.com/author/ishwi-singh and mynation.com/author/ishwi-singh
- Completed workshop on Creative Writing & Editing – 2022
- Engaged in intercultural media planning and contributed insights on local audience behaviour and preferences.

Govt ID #1



यदि आप इस कार्ड/आई टैक्स सर्विस यूनिट कार्ड खोते हैं, तो कृपया हमें सूचित करें/अवगत करें।
If this card is lost / someone's lost card is found, please inform / return to:
Income Tax PAN Services Unit, NSDL
4th Floor, Maini Sterling,
Plot No. 341, Survey No. 597/R,
Model Colony, Near Deep Bangalow Chowk,
Pune - 411 016.
Tel: 91-20-2721 8080, Fax: 91-20-2721 8081
e-mail: tinfo@nsdl.co.in

Personal Information

Full Name	Ishwi Singh
Former Name / Maiden Name	N/A
Mobile Number	9871385291
Father's Name	Vijay Pal Singh
Spouse's Name	N/A
Date of Birth	25-11-1999
Age	26 years 5 months
Gender	female
Alternative Mobile Number	8368851308
Aadhar Card Number	417379821843
Aadhar Card Number	N/A
Pan Card Number	OSDPS7797P
Nationality	Indian
Marital Status	Single

Permanent Address

House no	F-124/B
Street	Kondli
District	N/A
City	Delhi
State	DL
Pincode	110096

Current Address

House no	F-124/B
Street	Kondli
District	N/A
City	Delhi
State	DL
Pincode	110096

LATEST EMPLOYMENT 1

I am a Fresher and do not have any prior employment experience	
Name of the Employer:	Asianet News Network
Job Location:	Bangalore (Remote)
Employee ID:	ANOPLC/0683
Designation:	Content Writer (Translation)
UAN Number:	101988567420
From Date:	16-08-2023
To Date:	27-05-2026
Name of the Reporting Manager:	Sunita Iyer
Manager's Contact No:	
Manager's Contact Email:	sunita.iyer@asianetnews.com
Reasons for leaving:	Career growth
HR Name:	
HR Contact No:	
HR Email ID:	aditi.bhattacharjya@asianetnews.com
Last Salary Drawn:	21472
Position Type:	permanent
Current Status:	serving_notice
Agency Name (if third party):	
Agency Details:	
Resignation Acceptance	
Relieving Letter	
Latest 3 months pay slip	1
I am a Fresher and do not have any prior employment experience	
Name of the Employer:	Asianet News Network
Job Location:	Bangalore (Remote)
Employee ID:	ANOPLC/0683
Designation:	Content Writer (Translation)
UAN Number:	101988567420
From Date:	16-08-2023
To Date:	27-05-2026
Name of the Reporting Manager:	Sunita Iyer

LATEST EMPLOYMENT 1

Manager's Contact No:	
Manager's Contact Email:	sunita.iyer@asianetnews.com
Reasons for leaving:	Career growth
HR Name:	
HR Contact No:	
HR Email ID:	aditi.bhattacharjya@asianetnews.com
Last Salary Drawn:	21472
Position Type:	permanent
Current Status:	serving_notice
Agency Name (if third party):	
Agency Details:	
Resignation Acceptance	
Relieving Letter	
Latest 3 months pay slip	1

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EX EMPLOYMENT 2

If you do not remember, please write 'NA'.	NIL
I haven't done my EX-EMPLOYMENT-2	1
Name of the Employer:	
Job Location:	
Employee ID:	
Designation:	
UAN Number:	
From Date:	
To Date:	
Name of the Reporting Manager:	
Manager's Contact No:	
Manager's Contact Email:	
Reasons for leaving:	
HR Name:	
HR Contact No:	
HR Email ID:	hr@companyname.com
Last Salary Drawn:	
Position Type:	
Agency Details:	
Resignation Acceptance	
Relieving Letter	
Latest 3 months pay slip	
If you do not remember, please write 'NA'.	NIL
I haven't done my EX-EMPLOYMENT-2	1
Name of the Employer:	
Job Location:	
Employee ID:	
Designation:	
UAN Number:	
From Date:	
To Date:	
Name of the Reporting Manager:	

EX EMPLOYMENT 2

Manager's Contact No:	
Manager's Contact Email:	
Reasons for leaving:	
HR Name:	
HR Contact No:	
HR Email ID:	hr@companyname.com
Last Salary Drawn:	
Position Type:	
Agency Details:	
Resignation Acceptance	
Relieving Letter	
Latest 3 months pay slip	

POST GRADUATION

I haven't done my Post Graduation	
College Name:	Jamia Millia Islamia (CDOE)
College Location:	Delhi
University Name:	Jamia Millia Islamia (CDOE)
Major / Specialisation	English literature
Course / Qualification:	Master of Arts
Part Time/ Full Time:	full_time
Roll Number / Register Number:	DOL21MEG055
From (Approx):	13-12-2021
To (Approx):	20-12-2024
Current State:	completed
Marksheet	
Provisional Certificate / Diploma / Other Certificates	
Degree Certificate	1
I haven't done my Post Graduation	
College Name:	Jamia Millia Islamia (CDOE)
College Location:	Delhi
University Name:	Jamia Millia Islamia (CDOE)
Major / Specialisation	English literature
Course / Qualification:	Master of Arts
Part Time/ Full Time:	full_time
Roll Number / Register Number:	DOL21MEG055
From (Approx):	13-12-2021
To (Approx):	20-12-2024
Current State:	completed
Marksheet	
Provisional Certificate / Diploma / Other Certificates	
Degree Certificate	1

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GRADUATION

I haven't done my Graduation	
College Name:	Ambedkar University Delhi
College Location:	Kashmere Gate, Delhi
University Name:	Ambedkar University Delhi
Major / Specialisation	English literature
Course / Qualification:	Bachelor of Arts (Honours)
Part Time/ Full Time:	full_time
Roll Number / Register Number:	SKG182E0060
From:	01-08-2018
To:	21-12-2021
Marksheet	
Provisional Certificate / Diploma / Other Certificates	
Degree Certificate	1
I haven't done my Graduation	
College Name:	Ambedkar University Delhi
College Location:	Kashmere Gate, Delhi
University Name:	Ambedkar University Delhi
Major / Specialisation	English literature
Course / Qualification:	Bachelor of Arts (Honours)
Part Time/ Full Time:	full_time
Roll Number / Register Number:	SKG182E0060
From:	01-08-2018
To:	21-12-2021
Marksheet	
Provisional Certificate / Diploma / Other Certificates	
Degree Certificate	1

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PROFESSIONAL REFERENCE 1

Name of the Person:	Sunita Iyer
Designation:	Editor
Contact No:	
Email ID:	sunita.iyer@asianetnews.com
Name of the Organisation:	Asianet News Network
Reference Can Be Taken From (Relatives – strictly no):	reporting_manager
Name of the Person:	Sunita Iyer
Designation:	Editor
Contact No:	
Email ID:	sunita.iyer@asianetnews.com
Name of the Organisation:	Asianet News Network
Reference Can Be Taken From (Relatives – strictly no):	reporting_manager

PROFESSIONAL REFERENCE 2

Name of the Person:	Nancy Tiwari
Designation:	Content Writer
Contact No:	
Email ID:	nancy.tiwari@asianetnews.com
Name of the Organisation:	Asianet News Network
Name of the Person:	Nancy Tiwari
Designation:	Content Writer
Contact No:	
Email ID:	nancy.tiwari@asianetnews.com
Name of the Organisation:	Asianet News Network

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.

Ishwi Singh		05-05-2026
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.