

Background Verification Form

Company name: Patterns

Purpose of Application: NORMAL BGV(EMPLOYMENT)

Applicant's CV



AMIT DWIVEDI SENIOR OPERATIONS EXECUTIVE

+91 9558653892 ad27062005@gmail.com Amit Dwivedi-LinkedIn

OVERVIEW

Operations and Account Management professional with proven leadership and revenue impact at Patterns LLC. Promoted to Senior Operations Executive within a year, currently overseeing a several client portfolio while leading a 5-member team and directly managing key accounts. Demonstrated success in client acquisition, retention, financial modelling, and workflow optimization. Recognized as Performer of the Month for driving operational efficiency and sustained client satisfaction.

EXPERIENCE

Patterns LLC
Jan 2026 - Present

Senior Operations Executive

- Promoted to Senior Operations Executive and transitioned into Account Executive training, managing multiple client portfolios while leading and mentoring a team to ensure seamless operations and delivery excellence.
- Onboarded new clients contributing to 5-6 additional operational seats, directly supporting revenue growth, while maintaining 100% retention for clients acquired between Feb-April 2025.
- Awarded Performer of the Month (July 2025) for driving client satisfaction, operational efficiency, and consistent performance outcomes.

Feb 2025 - Jan 2026

Operations Executive

- Managed diverse clients including real estate agents, investors, and CEOs, served as Executive Assistant and Financial Underwriter overseeing bookkeeping, and used Google Sheets/Excel, CRM, Slack, and ClickUp to streamline operations.

TAM Media Research
Pvt. Ltd.
OCT 2023 - Jan 2025

TV Content Analyst

- Acquired and analyzed data in the form of visuals and audio for content strategy. Interpreted data for actionable insights to support content decisions.

The Campus Economist,
MSU Baroda
SEPT 2024 - PRESENT

EDITOR

- Worked as an editor in the departmental editorial team, contributing to content curation, editing, and proofreading while enhancing presentation and analytical depth.

EDUCATION

2023 - 2026

Bachelor of Arts in Economics.

The Maharaja Sayajirao University of Baroda

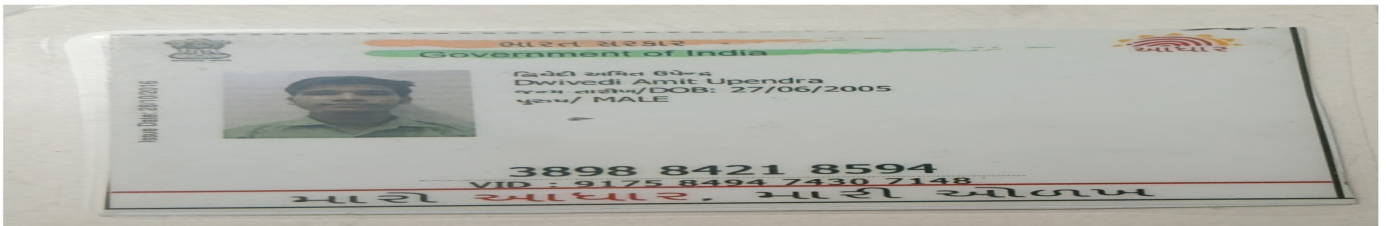
ACHIEVEMENTS

- Promoted to Senior Operations Executive (Feb 2025) based on performance, leadership ability, and client management excellence.
- Awarded Performer of the Month - July 2025 for outstanding operational delivery and client satisfaction.
- Achieved 100% client retention for accounts onboarded between Feb-April 2025, maintaining long-term engagement and relationship stability.
- Contributed to company revenue expansion by onboarding clients that generated 5-6 additional operational seats.

SKILLS

- Client Acquisition
- Client Onboarding
- Financial Modeling
- Data Visualization
- Team Leadership
- Underwriting
- Workflow Management
- CRM Management

Govt ID #1



Personal Information

Full Name	Amit Dwivedi
Former Name / Maiden Name	N/A
Mobile Number	8948390370
Father's Name	Upendra
Spouse's Name	N/A
Date of Birth	27-06-2005
Age	20 years 9 months
Gender	male
Alternative Mobile Number	8948390370
Aadhar Card Number	389884218594
Aadhar Card Number	N/A
Pan Card Number	Jfspd4992g
Nationality	Indian
Marital Status	Single

Permanent Address

House no	Arya velli-B
Street	Sundarban
District	Umbergaon
City	Umbergaon
State	GJ
Pincode	396170

Current Address

House no	Krishna park duplex
Street	Gotri
District	Vadodara
City	Vadodara
State	GJ
Pincode	390007

LATEST EMPLOYMENT 1

I am a Fresher and do not have any prior employment experience	0
Name of the Employer:	Patterns llc
Job Location:	Vadodara
Employee ID:	2478
Designation:	Senior operations executive
UAN Number:	102026404960
From Date:	10-01-2025
To Date:	
Name of the Reporting Manager:	Adhirath sawant
Manager's Contact No:	9328914833
Manager's Contact Email:	
Reasons for leaving:	Currently working here
HR Name:	Joyjit
HR Contact No:	9327652659
HR Email ID:	joyjit.gupta@patternshiring.com
Last Salary Drawn:	33000
Position Type:	permanent
Current Status:	currently_working
Agency Name (if third party):	
Agency Details:	
Resignation Acceptance	0
Relieving Letter	0
Latest 3 months pay slip	1
I am a Fresher and do not have any prior employment experience	0
Name of the Employer:	Patterns llc
Job Location:	Vadodara
Employee ID:	2478
Designation:	Senior operations executive
UAN Number:	102026404960
From Date:	10-01-2025
To Date:	
Name of the Reporting Manager:	Adhirath sawant

LATEST EMPLOYMENT 1

Manager's Contact No:	9328914833
Manager's Contact Email:	
Reasons for leaving:	Currently working here
HR Name:	Joyjit
HR Contact No:	9327652659
HR Email ID:	joyjit.gupta@patternshiring.com
Last Salary Drawn:	33000
Position Type:	permanent
Current Status:	currently_working
Agency Name (if third party):	
Agency Details:	
Resignation Acceptance	0
Relieving Letter	0
Latest 3 months pay slip	1

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**PATTERNS**

47 Gujarat Industrial Estate, Old Chhani Rd, Vadodara, Gujarat 390002

Payslip for the month		Feb - 2026	Branch	Intivia Tower	
Emp Code		2478	Employee Name	Amit Dwivedi	
Department		Operations	Designation	Senior - Operations Executive	
ESIC No			UAN No		
Joining Date		10-Feb-2025			
Days Paid	28.00	LWP	0.00	Absent	0.00
PL	2.00	Unapproved Leave	0.00	Uninformed Leave	0.00
Red Mark	0.00				

Earnings	Amount	Deductions & Recoveries	Amount	Variables	Amount
Basic	10800.00	PROV.FUND	1296.00	Actual CTC	27000.00
HRA	7000.00	P.Tax	200.00	Company PF Share	1296.00
Adv Against Bonus	7500.00	Gratuity	519.00	CTC of the Month	27000.00
OT Spl Allow	404.00				
Amount Total :	25704.00	Amount Total :	2015.00		
		Net Pay :	23689.00		

Net Pay : Twenty Three Thousand Six Hundred Eighty Nine Rupees

This is a computer generated pay slip. Hence, no signature or stamping is Required.

Note: As a part of PATTERNS Confidentiality policy you are requested not to discuss your remuneration with any other person. In case of discrepancy in the above please revert to HR dept. within 72 hrs from the Date of issuance of this Payslip.


PATTERNS

47 Gujarat Industrial Estate, Old Chhani Rd, Vadodara, Gujarat 390002

Payslip for the month	Dec - 2025	Branch	Intivia Tower		
Emp Code	2478	Employee Name	Amit Dwivedi		
Department	Operations	Designation	Operations Executive		
ESIC No		UAN No			
Joining Date	10-Feb-2025				
Days Paid	29.50	LWP	0.00	Absent	1.50
PL	0.00	Unapproved Leave	0.00	Uninformed Leave	0.00
Red Mark	0.00				

Earnings	Amount	Deductions & Recoveries	Amount	Variables	Amount
Basic	10277.00	PROV.FUND	1233.00	Actual CTC	27000.00
HRA	6661.00	P.Tax	200.00	Company PF Share	1233.00
Adv Against Bonus	7137.00	Gratuity	494.00	CTC of the Month	25692.00
OT Spl Allow	384.00				
Amount Total :	24459.00	Amount Total :	1927.00		
		Net Pay :	22532.00		

Net Pay : Twenty Two Thousand Five Hundred Thirty Two Rupees

This is a computer generated pay slip. Hence, no signature or stamping is Required.

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PATTERNS

47 Gujarat Industrial Estate, Old Chhani Rd, Vadodara, Gujarat 390002

Payslip for the month		Jan - 2026		Branch		Intivia Tower	
Emp Code		2478		Employee Name		Amit Dwivedi	
Department		Operations		Designation		Senior - Operations Executive	
ESIC No				UAN No			
Joining Date		10-Feb-2025					
Days Paid	31.00	LWP		0.00	Absent		0.00
PL	1.00	Unapproved Leave		0.00	Uninformed Leave		0.00
Red Mark	0.00						

Earnings	Amount	Deductions & Recoveries	Amount	Variables	Amount
Basic	10800.00	PROV.FUND	1296.00	Actual CTC	27000.00
HRA	7000.00	P.Tax	200.00	Company PF Share	1296.00
Adv Against Bonus	7500.00	Gratuity	519.00	CTC of the Month	27000.00
OT Spl Allow	404.00				
Amount Total :	25704.00	Amount Total :	2015.00		
		Net Pay :	23689.00		

Net Pay : Twenty Three Thousand Six Hundred Eighty Nine Rupees

This is a computer generated pay slip. Hence, no signature or stamping is Required.

Note: As a part of PATTERNS Confidentiality policy you are requested not to discuss your remuneration with any other person. In case of discrepancy in the above please revert to HR dept. within 72 hrs from the Date of issuance of this Payslip.



EX EMPLOYMENT 2

If you do not remember, please write 'NA'.	NIL
I haven't done my EX-EMPLOYMENT-2	0
Name of the Employer:	Tam Media Research Pvt Ltd
Job Location:	Vadodara
Employee ID:	1984
Designation:	Data content analyst
UAN Number:	102026404960
From Date:	01-10-2023
To Date:	02-01-2025
Name of the Reporting Manager:	Vinod sir
Manager's Contact No:	9879116131
Manager's Contact Email:	
Reasons for leaving:	Better growth and opportunities
HR Name:	Saju sir
HR Contact No:	9825737771
HR Email ID:	hr@tamindia.com
Last Salary Drawn:	18500
Position Type:	Permanent
Agency Details:	
Resignation Acceptance	1
Relieving Letter	
Latest 3 months pay slip	1
If you do not remember, please write 'NA'.	NIL
I haven't done my EX-EMPLOYMENT-2	0
Name of the Employer:	Tam Media Research Pvt Ltd
Job Location:	Vadodara
Employee ID:	1984
Designation:	Data content analyst
UAN Number:	102026404960
From Date:	01-10-2023
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Name of the Reporting Manager:	Vinod sir

EX EMPLOYMENT 2

Manager's Contact No:	9879116131
Manager's Contact Email:	
Reasons for leaving:	Better growth and opportunities
HR Name:	Saju sir
HR Contact No:	9825737771
HR Email ID:	hr@tamindia.com
Last Salary Drawn:	18500
Position Type:	Permanent
Agency Details:	
Resignation Acceptance	1
Relieving Letter	
Latest 3 months pay slip	1

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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.

Amit Dwivedi	Click to view attached document	19-04-2026
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.