

# Background Verification Form

Company name: VIVAVILLA RETAIL PRIVATE LIMITED

Purpose of Application: NORMAL BGV(EMPLOYMENT)

## Applicant's CV

<b>TUSHAR RANJAN</b> Bengaluru, Karnataka		tusharranjan1999@gmail.com 7209286515								
<b>Professional Summary</b>	Dynamic Operations Manager with a proven track record at Sudh Desi - Fresh From Farm, driving sales through innovative marketing and strong financial oversight. Skilled in strategic planning, team leadership, and client relations. Experience in startups has enhanced my multitasking, problem-solving, and operational management abilities.									
<b>Skills</b>	<ul style="list-style-type: none"><li>Employee relations &amp; Conflict resolution</li><li>Adaptability &amp; flexibility</li><li>Marketing strategy &amp; Campaign management</li><li>Multitasking &amp; Problem solving</li><li>Active listening &amp; Customer service</li><li>Team leadership &amp; staff training</li><li>Operational efficiency &amp; Workflow optimization</li><li>Content creation &amp; Copyrighting</li><li>Negotiation and Persuasion</li><li>Client relationship management &amp; Cross function collaboration</li><li>Technical proficiency (Google Sheets, Image Editing, Backend Operations)</li></ul>									
<b>Experience</b>	<table><tr><td><b>Sudh Desi - Fresh From Farm, Bengaluru</b> Operation and Accounts Executive</td><td><b>January 2022 - December 2024</b></td></tr><tr><td colspan="2"><ul style="list-style-type: none"><li>Streamlined operational processes, improving efficiency and reducing costs.</li><li>Implemented inventory management strategies, minimizing waste and optimizing stock levels.</li><li>Developed and maintained strong relationships with vendors and suppliers to ensure timely delivery and competitive pricing.</li><li>Analyzed financial reports and provided actionable insights to improve profitability.</li><li>Led the coordination of product launches and promotional events, contributing to increased brand awareness.</li><li>Monitored and evaluated team performance, providing constructive feedback and fostering professional development.</li><li>Played a key role in the implementation of a new CRM system to enhance customer service and tracking.</li><li>Conducted regular audits and ensured compliance with financial and operational policies.</li><li>Improved the company's cash flow by optimizing accounts receivable and payable processes.</li></ul></td></tr><tr><td><b>Concentrix, Kolkata</b> Customer Service Representative</td><td><b>May 2018 - May 2019</b></td></tr><tr><td colspan="2"><ul style="list-style-type: none"><li>Managed difficult customer situations with professionalism and empathy.</li><li>Managed high-volume call centre inquiries, ensuring customer satisfaction through effective communication.</li><li>Collaborated with internal departments to find resolutions and conduct further research on customer account.</li><li>Maintained up-to-date knowledge of product offerings to provide accurate information to customers.</li></ul></td></tr></table>		<b>Sudh Desi - Fresh From Farm, Bengaluru</b> Operation and Accounts Executive	<b>January 2022 - December 2024</b>	<ul style="list-style-type: none"><li>Streamlined operational processes, improving efficiency and reducing costs.</li><li>Implemented inventory management strategies, minimizing waste and optimizing stock levels.</li><li>Developed and maintained strong relationships with vendors and suppliers to ensure timely delivery and competitive pricing.</li><li>Analyzed financial reports and provided actionable insights to improve profitability.</li><li>Led the coordination of product launches and promotional events, contributing to increased brand awareness.</li><li>Monitored and evaluated team performance, providing constructive feedback and fostering professional development.</li><li>Played a key role in the implementation of a new CRM system to enhance customer service and tracking.</li><li>Conducted regular audits and ensured compliance with financial and operational policies.</li><li>Improved the company's cash flow by optimizing accounts receivable and payable processes.</li></ul>		<b>Concentrix, Kolkata</b> Customer Service Representative	<b>May 2018 - May 2019</b>	<ul style="list-style-type: none"><li>Managed difficult customer situations with professionalism and empathy.</li><li>Managed high-volume call centre inquiries, ensuring customer satisfaction through effective communication.</li><li>Collaborated with internal departments to find resolutions and conduct further research on customer account.</li><li>Maintained up-to-date knowledge of product offerings to provide accurate information to customers.</li></ul>	
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<b>Achievements</b>	<ul style="list-style-type: none"><li>Streamlined inventory management and optimized workflows to reduce waste and empathetic service.</li><li>Received recognition as "Employee of the Month" at Concentrix for exceptional customer service.</li></ul>									

Govt ID #1

		
	<b>Tushar Ranjan</b> <b>1999-12-23</b> <b>Male</b> <b>xxxxxxxxxx4450</b>	
<b>Address:</b> <b>S/O: Sudhir Kumar, PLOT NO- DS/4,</b> <b>AASHIYANA GARDEN PHASE 2, CHIRA CHAS,</b> <b>Chas, Chas, Bokaro, Jharkhand, 827013</b>		
	<b>Powered by</b> <b>DigiLocker</b>	
		<b>Tap to Zoom</b>
<b>मेरा आधार, मेरी पहचान</b>		

## Personal Information

Full Name	Tushar Ranjan
Former Name / Maiden Name	N/A
Mobile Number	7209286515
Father's Name	Sudhir Kumar
Spouse's Name	N/A
Date of Birth	23-12-1999
Age	25 years 10 months
Gender	male
Alternative Mobile Number	8002132607
Aadhar Card Number	830222444450
Aadhar Card Number	7209286515
Pan Card Number	DNSPR8378Q
Nationality	Indian
Marital Status	Single

## Permanent Address

House no	DS/4
Street	Aashiyana Garden, Phase-2
District	Chira Chas
City	Bokaro Steel City
State	JH
Pincode	827013

## Current Address

House no	433, Ground floor
Street	19th B cross road
District	Ejipura, Viveknagar post
City	Bengaluru
State	KA
Pincode	560047

## LATEST EMPLOYMENT 1

I am a Fresher and do not have any prior employment experience	
Name of the Employer:	Sudh Desi - Fresh From Farm
Job Location:	Bengaluru
Employee ID:	32
Designation:	Operations and Accounts Executive
UAN Number:	
From Date:	15-01-2022
To Date:	07-12-2024
Name of the Reporting Manager:	Santosh Kumar
Manager's Contact No:	9901297921
Manager's Contact Email:	
Reasons for leaving:	Wasn't happy with the growth
HR Name:	
HR Contact No:	
HR Email ID:	contact@sudhdesi.in
Last Salary Drawn:	30300
Position Type:	permanent
Current Status:	relieved_completed_fnf
Agency Name (if third party):	
Agency Details:	
Resignation Acceptance	
Relieving Letter	1

## LATEST EMPLOYMENT 1

Latest 3 months pay slip	1
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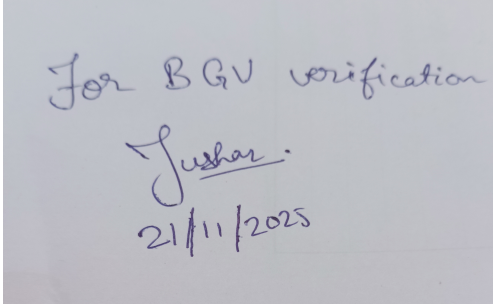
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## Declaration & Authorization

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.

Tushar Ranjan		21-11-2025
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](mailto:onboarding@goldquestglobal.in). Additionally, you can reach out to us at [onboarding@goldquestglobal.in](mailto:onboarding@goldquestglobal.in).