

Background Verification Report

Case Background Profile			
Name of Subject	Sanjeev Kumar Sharma		
Client	Doledge India (OPC) Pvt Ltd		
Date of Initiation	12-Nov-2024	Date of Report	28-Nov-2024
Process	Standard	Client Reference	Dol-144
Case Reference	DOL-51104	Date of Joining	12-Nov-2024
Level of check	Standard	Color code	GREEN

Executive Summary

Employment Check	CBRE South Asia Private Limited, Gurgaon	Verified	Annexure 1
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Severity Grid

Result Definitions :-	
RED Major Discrepancy	GREEN All Verified
AMBER Inaccessible for verification / Unable to verify/ Additional Information/Documents required.	

Information in this report may only be used to verify statements made by an individual for employment purposes. The depth of information available varies. Although every effort has been made to assure accuracy foxivision Information cannot act as the guarantor of the information's accuracy or completeness. Final verification of an individual's identity and proper use of report contents are the user's responsibility. It is the user's responsibility to use these consumer reports fairly. foxivision is not responsible for employment decisions based on the information provided.

Annexure 1

Employment Check

CBRE South Asia Private Limited, Gurgaon		
Details	Profile Provided Information	Entity Provided Information
Name of the Organization	CBRE South Asia Private Limited, Gurgaon	Verified
CIN	U74140DL1999PTC100244	Verified
Employment Period	February 14, 2011 to June 22, 2015	Verified
Designation	Manager Asset Services	Verified
Employee Code	1601815	Verified
CTC	Kindly Confirm	NA
Reasons for Leaving	Not Mentioned	NA
Subject's eligibility for rehire	Not Mentioned	NA
Full & Final Formalities	Not Mentioned	NA
Any Disciplinary/ Performance Issues	Not Mentioned	NA
Response from referee	Copy of written confirmation is attached with supporting documents.	--
Other Comment	All the information verified by the HR and found correct. Hence, Employment Verification Report is being forwarded as Clear.	--
Date Of Verification	25-Nov-2024	--
Referee Name and Details	Shernaz Vasania, People Team, 22 4069 0100, shernaz.vasania@cbre.com	--
Verified By	Shernaz Vasania, People Team	

26/11/2024, 18:03

RE: Employment Verification of Sanjeev Sharma - Dhivya Bharathi - Outlook

 Outlook

RE: Employment Verification of Sanjeev Sharma

From Vasania, Shernaz @ Mumbai <shernaz.vasania@cbre.com>
Date Mon 11/25/2024 3:50 PM
To Dhivya Bharathi <dhivya.bharathi@foxivision.com>
Cc EMPLOYMENT VERIFICATION <employmentverification@foxivision.com>

Caution! This email is from an external source. Avoid clicking links or opening attachments unless the sender is known or trusted.

Hi,

Please find the verified data:

PS ID	Name of Employee	Date of Joining	Date of Leaving	Designation
1601815	Sanjeev Sharma	14-Feb-2011	22-Jun-2015	Manager, Asset Services

We also confirm that the attached letter which is shared for verification is correct and the same is issued by us.

Warm Regards,
Shernaz Vasania (She/Her)
CBRE | People Department | People Operations & Total Rewards | People Team
11th & 12th Floor | Raheja Tower | Plot No. C-30 |
Block G | Next to Bank of Baroda | Bandra Kurla Complex | CBRE |
Bandra (E) | Mumbai 400051 | India
T +91 22 4069 0100 | C +91 22 4069 0260 |
shernaz.vasania@cbre.com | [LinkedIn](#) | [Twitter](#)
Follow CBRE: [CBRE.co.in](#) | [LinkedIn](#) | [Twitter](#) | [Instagram](#) | [Facebook](#)

From: Dhivya Bharathi <dhivya.bharathi@foxivision.com>
Sent: Monday, November 25, 2024 3:21 PM
To: Vasania, Shernaz @ Mumbai <shernaz.vasania@cbre.com>
Cc: EMPLOYMENT VERIFICATION <employmentverification@foxivision.com>
Subject: Employment Verification of Sanjeev Sharma

External

Dear Team,

Thank you so much for your valuable response

As per your request kindly find the attached service document and LOA

Kindly confirm the candidate details

Particular	Candidate Claims	HR Feedback
Name of the Employee	Mr. Sanjeev Sharma	

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26/11/2024, 18:03

RE: Employment Verification of Sanjeev Sharma - Dhivya Bharathi - Outlook

Name of the company	CBRE South Asia Private Limited	
Employee Code	1601815	
Period of Employment	February 14, 2011 to June 22, 20215	
Designation	Manager Asset Services	
Last Drawn Salary (Annual CTC)	Kindly Confirm	
Reporting Manager	Not Mentioned	
Reason for Leaving	Not Mentioned	
Performance at work	Not Mentioned	
Duties & Responsibilities	Not Mentioned	
Eligibility for Rehire	Yes/No	
If No, then (Please Provide the Reason)	As per the Company Policy	
	Any other Reason	
Any Integrity/ Disciplinary Issues (if any)	Details Required	
Misappropriation of Fund		
Harassment of any kind		
Data Integrity		
Exit formalities Completed	Yes/No	
If No, then (Please Provide the Reason)	Pending from Employer's End	
	Pending from Employee's End (Dues pending)	

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26/11/2024, 18:03

RE: Employment Verification of Sanjeev Sharma - Dhivya Bharathi - Outlook

<p>Are the Attached Documents Genuine? (If No, please specify the reason – for e.g. is the document forged, manipulated or any other reason)</p>	<p>Please Specify</p>	
<p>Respondent Details</p>	<p>Designation -</p>	

Regards,
S.Dhivyabharathi
Senior Associate- BGV

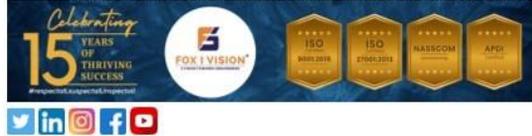
FOXIVISION SCREENING SERVICES PVT. LTD.

dhivya.bharathi@foxivision.com

+91-8015790405

www.foxivision.com

C-107 Plot-B, UG Floor Naraina Industrial Area Phase - 1, New Delhi 110028



From: Vasanja, Shernaz @ Mumbai <shernaz.vasanja@cbre.com>
Sent: Thursday, November 14, 2024 6:35 PM
To: Dhivya Bharathi <dhivya.bharathi@foxivision.com>
Cc: EMPLOYMENT VERIFICATION <employmentverification@foxivision.com>
Subject: RE: Employment Verification of Sanjeev Sharma

Caution! This email is from an external source. Avoid clicking links or opening attachments unless the sender is known or trusted.

Hi,

Please refer three points mentioned below:

You must provide only **"Experience Letter"** of the candidate not the Reliving letter or any other CBRE documents.

The **"BGV Authorization"** should also have the clause whereby the candidate authorizes all his/her previous employer/s to disclose the requested employment details.

and releases them from any liability whatsoever arising of such disclosure."

Please include this clause and resend the BGV authorization letter duly signed by the candidate.

Both the above attachments should be there in the email PDF when you send us for verification.

Warm Regards,

about:blank

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26/11/2024, 18:03

RE: Employment Verification of Sanjeev Sharma - Dhivya Bharathi - Outlook

Shernaz Vasania (She/Her)
CBRE | People Department | People Operations & Total Rewards | People Team
11th & 12th Floor | Raheja Tower | Plot No. C-30 |
Block G | Next to Bank of Baroda | Bandra Kurla Complex | CBRE |
Bandra (E) | Mumbai 400051 | India
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shernaz.vasania@cbre.com | LinkedIn | Twitter

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From: Dhivya Bharathi <dhivya.bharathi@foxivision.com>
Sent: Thursday, November 14, 2024 4:50 PM
To: Vasania, Shernaz @ Mumbai <shernaz.vasania@cbre.com>
Cc: EMPLOYMENT VERIFICATION <employmentverification@foxivision.com>
Subject: Employment Verification of Sanjeev Sharma

External

Dear HR Team,

Mr. Sanjeev Sharma has applied for employment and he listed your company as part of their employment history. We respectfully request your assistance for checking some of the details that were provided by the candidate on job application form.

Kindly, fill in the HR Feedback Column and help us completing the Employment Check process.

Particular	Candidate Claims	HR Feedback
Name of the Employee	Mr. Sanjeev Sharma	
Name of the company	CBRE South Asia Private Limited	
Employee Code	1601815	
Period of Employment	February 14, 2011 to June 22, 20215	
Designation	Manager Asset Services	
Last Drawn Salary (Annual CTC)	Kindly Confirm	

about:blank

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26/11/2024, 18:03

RE: Employment Verification of Sanjeev Sharma - Dhivya Bharathi - Outlook

Reporting Manager	Not Mentioned	
Reason for Leaving	Not Mentioned	
Performance at work	Not Mentioned	
Duties & Responsibilities	Not Mentioned	
Eligibility for Rehire	Yes/No	
If No, then (Please Provide the Reason)	As per the Company Policy	
	Any other Reason	
Any Integrity/ Disciplinary Issues (if any)	Details Required	
Misappropriation of Fund		
Harassment of any kind		
Data Integrity		
Exit formalities Completed	Yes/No	
If No, then (Please Provide the Reason)	Pending from Employer's End	
	Pending from Employee's End (Dues pending)	
Are the Attached Documents Genuine? (If No, please specify the reason – for e.g. is the document forged, manipulated or any other reason)	Please Specify	
Respondent Details	Designation -	

about:blank

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26/11/2024, 18:03

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Regards,

S.Dhivyabharathi

Senior Associate- BGV

FOXIVISION SCREENING SERVICES PVT. LTD.

✉ dhivya.bharathi@foxivision.com

📞 +91-8015790405

🌐 www.foxivision.com

📍 C-107 Plot-B, UG Floor Naraina Industrial Area Phase - 1, New Delhi 110028



Details about the personal data CBRE collects and why, as well as your data privacy rights under applicable law, are available at [CBRE – Privacy Policy](#).

CBRE

7th Floor, DLF Square,
M Block, Jacaranda Marg,
DLF City Phase II,
Gurgaon – 122002.
T: 91 124 465 9700
F: 91 124 465 9800

www.cbre.co.in
newdelhi@cbre.co.in

CIN - U74140DL1999PTC100244

CBRE South Asia Pvt. Ltd.

25-Nov-24

Mr. Sanjeev Sharma
ID. 1601815
Manager, Asset Services
FM Local
Bangalore

Experience Certificate

To Whomsoever It May Concern

This is to certify that **Mr. Sanjeev Sharma** was employed with the Company as **Manager, Asset Services** – **FM Local** at **Bangalore** with effect from **14-Feb-2011** to **22-Jun-2015**.

We wish him a bright future and the very best for all His future endeavors.

For CBRE South Asia Pvt. Ltd.



Sachin Howal
General Manager – Human Resources

CBRE

CBRE South Asia Pvt. Ltd.

19th Floor, DLF Square
M Block, Icaranda Marg
DLF City Phase II, Gurgaon 122 002
T 91 124 465 9700
F 91 124 256 1519

CIN : U74140DL1999PTC100244
newdelhi@cbre.co.in

www.cbre.co.in

Date: 18-Aug-2015

Mr. Sanjeev Sharma
Emp. ID. 1601815
Manager, Asset Services
FM Dedicated
Bangalore

Relieving Letter

Dear Mr. Sanjeev Sharma,

This has reference to your resignation dated 30-May-2015 from the services of the Company.

Reference the terms & conditions of your employment; you stand relieved at the close of working hours of 22-Jun-2015.

You would be covered by the Policy of Confidentiality, non-disclosure and propriety information at CBRE South Asia Pvt. Ltd. that you are privy to during the period that you worked with our organization.

Please get in touch with your regional HR or your department SPOC to complete your exit formalities (if already not completed) for processing your full and final settlement at earliest.

For CBRE South Asia Pvt. Ltd.



Bhupendar Uniyal
Senior Manager – Human Resources

STRICTLY PRIVATE & CONFIDENTIAL

CB Richard Ellis South Asia Pvt. Ltd

PREPARED FOR: **Sanjeev Kumar Sharma**

CBRE
CB RICHARD ELLIS

PTI Building, Ground Floor
4 Parliament Street
New Delhi: 110 001, India
T 91 11 2373 6860-62, 42390200
2335 7450-52, 42490200
F (91 11) 2331 7670
www.cbre.co.in

EMPLOYMENT TERMS AND CONDITIONS

We welcome you to CB Richard Ellis South Asia Pvt. Ltd. In continuation to our letter of appointment, the terms and conditions of your appointment are as follows:

EMPLOYER: CB Richard Ellis South Asia Pvt. Ltd. (hereafter "The Company")

EMPLOYEE: **Sanjeev Kumar Sharma**

COMMENCEMENT OF EMPLOYMENT: Your employment will commence on **14-Feb-11** and will be subject to a probation period of six months from your date of joining. Your employment will stand confirmed after the period of probation is over unless until CB Richard Ellis South Asia Pvt. Ltd. extends the period of probation and informs the same to you in writing.

JOB TITLE: You will be employed as **Manager - Asset Services, Bangalore**

SALARY: Your salary will be **54000/-** per month cost to Company i.e. inclusive of all benefits, perquisites & statutory contributions by the Company under PF Act, payable in arrears on the last day of the month. Your salary and other entitlements, if any, will normally be reviewed annually by the Company. In conducting such review, the Company will take into account both market factors and your job performance and may, at its sole discretion, make any necessary adjustments to your emoluments. You will be notified in writing of any changes to your emoluments.

