

Rani

From: sarathsrv@infosagesolutions.com
Sent: Friday, April 4, 2025 2:50 PM
To: hr@ozrit.com; aravind.s@infosage.in
Subject: RE: Background Verification of Pulla chari

From: hr@ozrit.com <hr@ozrit.com>
Sent: 03 April 2025 17:47
To: sarathsrv@infosagesolutions.com; aravind.s@infosage.in
Subject: Background Verification of Pulla chari

Dear HR,

Greetings From Ozrit!!!!

I am **Rani Kumari**, HR at **Ozrit AI Solutions** and I am reaching out to initiate a background verification for our new employee, **Pulla chari**. Chari Joined our team as **digital marketing executive**

We kindly request your assistance in verifying **Chari's** employment with your company. Specifically, we would like to confirm the following details:

Particulars	Declared by the Candidate	Verification Inputs
Candidate Name	Pulla Chari	Sivakoti Pulla Chari
Company Name	Infosage solutions	Infosage Solutions
Employee ID	Please Provide	INF002
Period of Employment	Feb 2024 to Mar 2025	Feb 2024 to Mar 2025
Designation	Associate - Design and Development	Associate – Design and Development
Process	Please Provide	Graphic designs & Web Development (WordPress)
Remuneration	Please Provide	CTC: INR 2,64,000/-
Duties & Responsibilities	Please Provide	Chari was responsible for Design and Development tasks. His daily activities were to understand project requirements, creating design concepts and wireframes, Developed websites, created Brochures and design templates Participated in Team meetings, Trained team members (freshers) on the WP.
Performance at Work	Please Provide	Good

Work Type (Work From Home / Office)	Please Provide	Office
Any Integrity/Disciplinary Issues	Please Provide	No disciplinary issues
Supervisor Name & Designation	Please Provide	Harish G, Head of Digital Marketing
Reasons For Leaving	Please Provide	Better prospects
Whether Official Resignation Given	Yes / No	Yes, given
All exit formalities completed	Yes / No	Yes, completed
Eligible for Rehire	Please Provide (If no please provide the reason)	Yes, eligible
Salary Drawn	Please Provide	INR 22,000/-
Additional Comments	Please Provide	He trained 3 of the Freshers on WP, Canva and also helped Interns through the Internship Program.
Is the Attached document genuine ?(Yes/No)	Please Provide (If no please provide the reason)	Yes, genuine
Name and Designation of the Verifying Authority	Kindly Specify	Sivakoti Pulla Chari, Associate – Design and Development

Thank you for your time and cooperation in assisting with this background verification. If possible, we would appreciate it if you could send the details at your earliest convenience.

If you have any questions or need further information, please do not hesitate to contact us.

Best regards ,

Rani Kumari

HR & Admin Executive

