

Subject **Re: Background Verification of Mr. Phani Kumar**
From Ankita Naidu <ankita@meetnote.ai>
To Ozrit <hr@ozrit.com>
Date 2025-08-22 19:20



Hi Rani,

Please find below employment details of Phani Kumar.

Feel free to contact us for any concerns.

Regards
Ankita

From: Ozrit <hr@ozrit.com>
Sent: Friday, August 22, 2025 5:09 PM
To: Ankita Naidu <ankita@meetnote.ai>
Subject: Background Verification of Mr. Phani Kumar

Dear HR,

Greetings From Ozrit!!!!

I am Rani Kumari, HR at **Ozrit AI Solutions** and I am reaching out to formally request your assistance in conducting a background verification for **Mr. Phani Kumar** who has applied for a position with us.

As part of our hiring process, we require employment verification clearance. We kindly request you to confirm the following details regarding Phani Kumar previous employment with your organization:

Particulars	Declared by the Candidate	Verification Inputs
Candidate Name	Phani Kumar	Correct
Company Name	Meeter IT	Correct (Meeter IT Solutions Private Limited)
Employee ID	Please Provide	MIS0006
Period of Employment	16.04.2025 to 14.07.2025	Correct
Designation	Head Sales	Correct
Process	Please Provide	Generating leads and converting

them into
business

Remuneration Please Provide Confidential

Duties & Responsibilities Please Provide Generating leads and converting them into business

Performance at Work Please Provide Good

Work Type (Work From Home / Office) Please Provide Work from Office

Any Integrity/Disciplinary Issues Please Provide No

Supervisor Name & Designation Please Provide Sreenivasulu P

Reasons For Leaving Please Provide Career growth

Whether Official Resignation Given Yes / No Yes

All exit formalities completed Yes / No Yes

Eligible for Rehire Please Provide (If no please provide the reason) Yes

Salary Drawn Please Provide 60000PM

Additional Comments Please Provide

Is the Attached document genuine ?(Yes/No) Please Provide (If no please provide the reason) Yes

Name and Designation of the Verifying Authority	Kindly Specify	Ankita Naidu (HR Manager)
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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



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