

CONFIDENTIAL BACKGROUND SCREENING REPORT



Candidate's Name	ELIZABETH MAITHA	Report Status	Final Report
SOW NO.	2548	Position Hired	EABL
Screening Package	EABL STANDARD PACKAGE	Reference NO.	EABL-RQ-1620041254199-A49A



IDENTITY

DESCRIPTION	DETAILS VERIFIED
Names	MAITHA ELIZABETH NDUKU
ID No.	31676921
Date of Birth	1/25/1995 12:00:00 AM
Gender	FEMALE

COMMENTS

The candidate is a Kenyan citizen and is of legal employment age, her identity details i.e. names, date of birth and I.D No. concur with the records at the registrar of persons as authenticated against the Integrated Population Registration System Database

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EDUCATION

DESCRIPTION		DETAILS PROVIDED	DETAILS VERIFIED	MATCH	NO MATCH
HIGHEST EDUCATION	Institution Name	UNIVERSITY OF NAIROBI	UNIVERSITY OF NAIROBI	✓	
	Years	14 SEPTEMBER 2018	14/September/2018	✓	
	Course	BACHELOR OF SCIENCE	BACHELOR OF SCIENCE	✓	
	Specialization	AGRIBUSINESS MANAGEMENT	AGRIBUSINESS MANAGEMENT	✓	
	Awards	SECOND CLASS HONOURS (UPPER DIVISION)	SECOND CLASS HONOURS (UPPER DIVISION)	✓	

COMMENTS

The Examinations Office confirmed that Elizabeth Nduku Maitha graduated from the Faculty of Agriculture with a Bachelor of Science in Agribusiness Management, Second Class Honours (Upper Division) during the 59th Congregation that was held on 14th September 2018.

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PROFESSIONAL QUALIFICATION

DESCRIPTION	BODY	REGISTRATION DATE	MEMBERSHIP NUMBER	STATUS	CERTIFICATE
Professional Membership	N/A	N/A	N/A	NON ACTIVE	

COMMENTS

Elizabeth Nduku Maitha does not appear to have any professional membership as per her resume

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EMPLOYMENT

DESCRIPTION	DETAILS PROVIDED		DETAILS VERIFIED		MATCH	NO MATCH
KENYA REVENUE AUTHORITY	Organization	KENYA REVENUE AUTHORITY	Organization	KENYA REVENUE AUTHORITY	✓	
	Years	JAN 2019	Years	17/May/2021	✓	
	Position	FACILITIES AND LOGISTICS INTERN	Position	CORPORATE SUPPORT SERVICES DEPARTMENT, FACILITIES AND LOGISTICS DIVISION INTERN	✓	
	Reason for Leaving	NOT PROVIDED BY THE CANDIDATE	Reason for Leaving	NOT PROVIDED BY THE EMPLOYER	✓	

COMMENTS

Kenya Revenue Authority

On a letter dated 8th July 2019, Simon Mwaniki-Assistant Manager, Facilities and Logistics - Southern Region confirmed that Miss Elizabeth Maitha was on Industrial Internship in the Authority for a period of 6 months from 7th January 2019 to 30th June 2019 in the Corporate Support Services Department, Facilities and Logistics Division

Simon would recommend Elizabeth for any employment. He believes that her time in Kenya Revenue Authority was enlightening

Area of Exposure

- ✓ Executing maintenance purchase requisition and office supply reservation using SAP GUI System
- ✓ Recording work done on job cards and preparing payment schedules for casual staff and following up on their payments with finance department
- ✓ Preparation of port passes for staff and taxpayers coming to Kilindini port
- ✓ Conducting weekly inspections on cleanliness and other issues that required the attention of the administration with an aim of improving service delivery
- ✓ Harmonizing consumables supply and management by working closely with Finance and procurement office to ensure business continuity
- ✓ Facilitating staff sensitization by ensuring the venue is well set with all requirements set- Furniture, projectors
- ✓ Supervising of outsourced contractors and casuals
- ✓ Assisting in front office works including letters and memo delivery and reception
- ✓ Inventory record keeping and proper filing
- ✓ Assets management
- ✓ Preparing monthly reports of assets- scanner, printers, cleaning reports
- ✓ Linking up KRA office space requirements with KPA
- ✓ Performing any other duties assigned by supervisors

Candidate's strength

- ✓ Diligent learner
- ✓ Disciplined
- ✓ Hardworking
- ✓ A team player who worked perfectly under pressure with minimum supervision
- ✓ She showed tremendous initiative in all assignments delegated to her during the internship period

On 5th May 2021, Calinael Kianga from Marketing and Communication confirmed that Ms. Elizabeth Nduku Maitha was attached to the Corporate Support Services Department, Facilities and Logistics Division and she reported to Simon Mwaniki. She had a close working relationship with Elizabeth during cross cutting duties relating to Facilities and Logistics

Calinael would recommend Elizabeth for employment consideration and further confirmed that letter presented by the candidate is authentic and the signatories are serving official of the KRA management

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GAP IDENTIFICATION AND ANALYSIS

Name	From	To	Comments
EMPLOYMENT GAP 1	14TH SEP 2018	JAN 2019	<p>Elizabeth Nduku Maitha has an employment gap period of 3 Months and 19 Days; from when she graduated on 14th September 2018 to when she joined Kenya Revenue Authority in January 2019. During that period, Elizabeth confirmed that she was looking after her daughter.</p>
EMPLOYMENT GAP 2	30TH JUN 2019	21ST SEP 2020	<p>Elizabeth Nduku Maitha has an employment gap period of 1 year, 2 months and 23 days.; from when she left Kenya Revenue Authority on 30th June 2019 to when she joined Nairobi Metropolitan Services on 21st September 2020. During that period, Elizabeth confirmed that she was helping with running the family business.</p> <p>Peleza further contact George Mutwa to help verify this information and he confirmed that Elizabeth Maitha was working as operations manager within the family business for the period between July 2019 to September 2020 which deals mainly with pay tv dealerships and services.</p> <p>Her conduct in running the business was excellent. She managed to steer the business into profitability despite having the first wave of COVID 19. Over the period she managed to identify new business needs hence diversify the business channel and ventured into other product lines.</p> <p>Elizabeth Maitha was described as a person of high integrity values, customer service skills, negotiation skills, self-drive and worked without any supervision.</p> <p>George highly recommends Elizabeth to any prospective employer.</p>

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NATIONAL CRIMINAL DATABASE SEARCH

NAME	IDENTITY NUMBER	POLICE CLEARANCE REFERENCE NUMBER	STATUS
ELIZABETH NDUKU MAITHA	31676921	-	NO REPORTED OFFENSES

COMMENTS

Elizabeth Nduku Maitha of Identity Number 31676921 has been searched in the Criminal Records Office database and has no known criminal record or results of Trial as confirmed by the Directorate of Criminal Investigations on 19th May 2021.

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SOCIAL MEDIA

DESCRIPTION	ADVERSE STATUS	SOCIAL MEDIA HANDLE	COMMENTS
TWITTER	NO ADVERSE MENTION FOUND	N/A	
LINKEDIN PROFILE	NO ADVERSE MENTION FOUND	HTTPS://WWW.LINKEDIN.COM/IN/ELIZABETH-MAITHA-91A557173/?ORIGINALSUBDOMAIN=KE	
FACEBOOK	NO ADVERSE MENTION FOUND	HTTPS://WWW.FACEBOOK.COM/LIZ.MYDHAR	
GOOGLE	NO ADVERSE MENTION FOUND	ELIZABETH NDUKU MAITHA	

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