

CONFIDENTIAL BACKGROUND  
SCREENING REPORT



Candidate's Name	Grace Githuthu
SOW NO.	3530
Screening Package	EABL STANDARD PACKAGE

Report Status	Final Report
Position Hired	EABL
Reference NO.	EABL- RQ-1641457716088-303Y



IDENTITY

DESCRIPTION	DETAILS VERIFIED
Candidate Names	GITHUTHU GRACE WAIRIMU
Identity No.	26473166
Date of Birth	01/18/1989
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
	Institution Name	UNIVERSITY OF NAIROBI	UNIVERSITY OF NAIROBI	✓	
	Years	7 DECEMBER 2012	07/December/2012	✓	
HIGHEST EDUCATION	Course	BACHELOR OF ARTS	BACHELOR OF ARTS	✓	
	Specialization	ARTS	ARTS	✓	
	Awards	SECOND CLASS HONOURS (UPPER DIVISION)	SECOND CLASS HONOURS (UPPER DIVISION)	✓	

COMMENTS

The Examination Office confirmed that Githuthu Grace Wairimu graduated from the Faculty of Arts with a Bachelor of Arts, Second Class Honours (Upper Division) during the 48<sup>th</sup> Congregation held on 7<sup>th</sup> December 2012

DESCRIPTION		DETAILS PROVIDED	DETAILS VERIFIED	MATCH	NO MATCH
	Institution Name	UNIVERSITY OF NAIROBI	UNIVERSITY OF NAIROBI	✓	
	Years	18 SEPTEMBER 2009	18/September/2009	✓	
HIGHEST EDUCATION	Course	DIPLOMA IN PUBLIC RELATIONS	DIPLOMA IN PUBLIC RELATIONS	✓	
	Specialization	PUBLIC RELATIONS	PUBLIC RELATIONS	✓	
	Awards	CREDIT	CREDIT	✓	

COMMENTS

The Examinations Office confirmed that Grace Wairimu Githuthu graduated with a Diploma in Public Relations and was awarded a Credit during the 41<sup>st</sup> congregation held on 18<sup>th</sup> September 2009.

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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

Grace Wairimu Githuthu appears not to have a professional membership as per her resume

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## EMPLOYMENT

DESCRIPTION	DETAILS PROVIDED		DETAILS VERIFIED		MATCH	NO MATCH
TRACOM SERVICES LIMITED	Organization	TRACOM SERVICES LIMITED	Organization	TRACOM SERVICES LIMITED	✓	
	Years	AUG 2018 - TO DATE	Years	AUG 2018 - TO DATE	✓	
	Position	HEAD OF E-COMMERCE & SERVICES	Position	HEAD OF E-COMMERCE & SERVICES	✓	
	Reason for Leaving	CURRENTLY EMPLOYED AT THE COMPANY	Reason for Leaving	CURRENTLY EMPLOYED AT THE COMPANY	✓	

## COMMENTS

### Tracom Services Limited

The candidate is currently working at Tracom Services Limited hence background check was not conducted to avoid jeopardizing the candidate's current employment. Background checks to be conducted upon request once candidate has resigned.

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EMPLOYMENT

DESCRIPTION	DETAILS PROVIDED		DETAILS VERIFIED		MATCH	NO MATCH
	Organization	JUMIA TANZANIA	Organization	JUMIA TANZANIA	✓	
	Years	AUG 2017 - JUL 2018	Years	21ST AUG 2017 - 18TH JUL 2018	✓	
JUMIA TANZANIA	Position	HEAD OF COMMERCIAL TEAM	Position	KEY ACCOUNTS MANAGER		✓
	Reason for Leaving	NOT PROVIDED BY THE CANDIDATE	Reason for Leaving	RESIGNATION		✓

COMMENTS

Jumia Tanzania

Poonam Divecha, HR Manager confirmed that Grace Wairimu worked as the Key Accounts Manager on a full-time basis from 21<sup>st</sup> August 2017 to 18<sup>th</sup> July 2018 when she resigned for better prospects

Grace returned the company laptop and ID Card. She did not have any incidence of fraud or any misconduct involving financial losses

Poonam would recommend Grace for rehire noting that she was a great asset for any company

Duties, roles & responsibilities

- ✓ Key Accounts Manager was a function within their Seller Management team, but required close interaction with Customer Service, Content and Marketing Management teams as well.
- ✓ Worked with sellers to manage their online store (fashion, electronics, mobile accessories, jewelry etc.
- ✓ Provided face-to-face training to sellers to explain how to work on their website
- ✓ Reported to Head of Sales and worked towards targets provided
- ✓ Continually sought opportunities to grow orders and increase the quality of their seller base

Level of supervision

- ✓ She was leading the Seller Managers team after joining them in few weeks. She reported directly to CCO (Chief Commercial Officer) and to the Country Manager

Candidate’s contribution to the organization or any outstanding achievements

- ✓ She was a team player and had acquired a lot of sellers to use Jumia platform for their business sell. E.g. Samsung mobile phones, Tecno phones, electronic gadgets like fridges, microwaves and TVs
- ✓ The targets assigned to her and the team she managed were always achieved on time.

Candidate’s response to stressful situation & working within deadlines

- ✓ She was a very calm and matured person while doing her professional work. She came up with her experience in Kenyan market to implement in Tanzania and saw how to get the new prospects for the business.

How the candidate related with others (Customers, co-workers and supervisors)

- ✓ **Customers:** Loved prompt customer service feedback
- ✓ **Co-workers:** Team player and always smiling to the team spirit high
- ✓ **Supervisors:** They all found her very cooperative. She spoke her mind, had new ideas and how to go about them.

Candidate’s overall performance and job knowledge compared to others in the job

- ✓ She was an achiever in her team. Poonam would rate her at 9/10

Any Promotions

- ✓ She joined as Key Accounts Manager but within a couple of months, she was leading the sellers team.

Candidate’s strengths

- ✓ She would not rest until her assignments were completed and delivered on time.
- ✓ Her team spirit to get things done and guide her team to complete the tasks.

Candidate’s areas of improvement

- ✓ Grace was a suitable candidate for any company as she had a lot of experience as well as achievements. She was very soft spoken; Poonam suggested that se be a bit authoritative to get her voice heard across. She was perfect in her job

Any disciplinary cases

- ✓ No

Any misconduct involving financial losses to the organization

- ✓ No

Description of the candidate in relation to;

Trustworthiness	10/10
Dependability/ reliability	10/10
Taking Initiative	9/10
Communication skills (Verbal/ written)	9/10
Time management	9/10
Ability to make sound and timely decisions	9/10
Adaptability to change	10/10
Professionalism	10/10

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## EMPLOYMENT

DESCRIPTION	DETAILS PROVIDED		DETAILS VERIFIED		MATCH	NO MATCH
	Organization	JUMIA MARKET	Organization	JUMIA MARKET	✓	
	Years	APR 2017 - JUL 2017	Years	5TH JAN 2015 - 31ST AUG 2017		✓
JUMIA MARKET	Position	HEAD OF SELLERS	Position	NOT PROVIDED BY THE EMPLOYER		✓
	Reason for Leaving	NOT PROVIDED BY THE CANDIDATE	Reason for Leaving	REDUNDANCY		✓

## COMMENTS

### Jumia Market

Josephine Mangoli, Human Resource confirmed that according to their records, Grace Wairimu Githuthu of employee number KAY030 and ID Number 26473166 worked from 5<sup>th</sup> January 2015 to 31<sup>st</sup> August 2017 when she left due to redundancy

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## EMPLOYEMENTTENURE

EMPLOYEMENT TENURE			
Company	Position	Period	Reason for Leaving
TRACOM SERVICES LIMITED	HEAD OF E-COMMERCE & SERVICES	AUG 2018 - TO DATE	CURRENTLY EMPLOYED AT THE COMPANY
JUMIA TANZANIA	KEY ACCOUNTS MANAGER	21ST AUG 2017 - 18TH JUL 2018	RESIGNATION
JUMIA MARKET	NOT PROVIDED BY THE EMPLOYER	5TH JAN 2015 - 31ST AUG 2017	REDUNDANCY

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## GAP IDENTIFICATIONAND ANALYSIS

Name	From	To	Comments
NO EMPLOYMENT GAP	N/A	N/A	Grace Wairimu does not have any employment gaps. She has been employed for the past 7 years as per her resume

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## CREDIT INFORMATIONCHECK

DESCRIPTION	COMMENTS			
Credit Report	1 open loan accounts 1 closed loan accounts.			
Open loan accounts				
<i>Institution</i>	Type of Loan	<i>Total Amount</i>	<i>Balance Amount</i>	<i>Amount &amp; Days</i>
Closed loan accounts				
<i>Institution</i>	Type of Loan	<i>Total Amount</i>	<i>Balance Amount</i>	<i>Amount &amp; Days</i>
N/A	N/A	KES. 0	KES 0	KES 0
N/A	N/A	KES. 0	KES 0	KES 0

## COMMENTS

As of 6<sup>th</sup> January 2022, Grace Wairimu Githuthu does not have an open or a closed loan account as stipulated above

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## NATIONAL CRIMINAL DATABASE SEARCH

NAME	IDENTITY NUMBER	POLICE CLEARANCE REFERENCE NUMBER	STATUS
GRACE WAIRIMU GITHUTHU	26473166		NO REPORTED OFFENSES

### COMMENTS

Grace Wairimu Githuthu of Identity Number 26473166 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 7th January 2022

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SOCIAL MEDIA

DESCRIPTION	ADVERSE STATUS	SOCIAL MEDIA HANDLE	COMMENTS
FACEBOOK ACCOUNT	NO ADVERSE MENTION FOUND	N/A	
TWITTER ACCOUNT	NO ADVERSE MENTION FOUND	N/A	
LINKEDIN PROFILE	NO ADVERSE MENTION FOUND	HTTPS://WWW.LINKEDIN.COM/IN/GRACE-W-GITHUTHU-80273521/	
GOOGLE SEARCH	NO ADVERSE MENTION FOUND	N/A	



## **LINKEDINPROFILE Photographic Evidence**

### **LINKEDINPROFILE Comments**

Following a thorough search using names, phone number and email address, Grace W. Githuthu's LinkedIn Profile has no record of adverse information.



## **GOOGLE SEARCH Photographic Evidence**

### **GOOGLE SEARCH Comments**

Following a thorough search using names, phone number and email address, Grace Wairimu Githuthu's Google has no record of adverse information.



## **FACEBOOKACCOUNT Photographic Evidence**

### **FACEBOOKACCOUNT Comments**

Following a thorough search using names, phone number and email address, Grace Wairimu Githuthu appears not to have a Facebook account



## **TWITTERACCOUNT Photographic Evidence**

### **TWITTERACCOUNT Comments**

Following a thorough search using names, phone number and email address, Grace Wairimu Githuthu appears not to have a Twitter account