

CONFIDENTIAL BACKGROUND  
SCREENING REPORT



Candidate's Name	Richelle Nzioki	Report Status	Final Report
SOW NO.	4548	Position Hired	EABL
Screening Package	EABL STANDARD PACKAGE	Reference NO.	EABL-RQ-1675251346039-QHPD



IDENTITY

DESCRIPTION	DETAILS VERIFIED
Candidate Names	RICHELLE MUTOTO NZIOKI
Identity No.	33600586
Date of Birth	01/31/1996
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	JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY	JOMO KENYATTA UNIVERSITY OF AGRICULTURE & TECHNOLOGY	✓	
	Years	21 JUNE 2019	21/June/2019	✓	
	Course	BACHELOR OF SCIENCE	BACHELOR OF SCIENCE	✓	
	Specialization	INDUSTRIAL CHEMISTRY	INDUSTRIAL CHEMISTRY	✓	
	Awards	SECOND CLASS HONOURS- UPPER DIVISION	SECOND CLASS HONOURS (UPPER DIVISION)	✓	

## COMMENTS

D.W Mugo, for Registrar (Academic Affairs) confirmed that Richelle Mutoto Nzioki was indeed a former bona fide student of JKUAT. She graduated with a Bachelor of Science in Industrial Chemistry and was awarded Second Class Honours (Upper Division) on 21<sup>st</sup> June 2019. The certificate (Cert No. 2489) was confirmed to be authentic and duly issued upon satisfaction of all academic requirement on 3<sup>rd</sup> February 2023.

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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

Richelle Mutoto Nzioki has no professional Membership as per her resume.

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## EMPLOYMENT

DESCRIPTION	DETAILS PROVIDED		DETAILS VERIFIED		MATCH	NO MATCH
SHEER LOGIC MANAGEMENT CONSULTANTS-KENYA BREWERIES LIMITED	Organization	SHEER LOGIC MANAGEMENT CONSULTANTS-KENYA BREWERIES LIMITED	Organization	SHEER LOGIC MANAGEMENT CONSULTANTS-KENYA BREWERIES LIMITED	✓	
	Years	JAN 2022- TO DATE	Years	10TH JAN 2022- 14TH FEB 2023	✓	
	Position	QUALITY PROCESS ANALYST	Position	QUALITY PROCESS ANALYST	✓	
	Reason for Leaving	CURRENTLY EMPLOYED AT THE COMPANY	Reason for Leaving	LEFT FOR GREENER PASTURES		✓

## COMMENTS

### Sheer Logic Management Consultants LTD-KBL

Avoga Lawi, Client Relationship Manager confirmed that Richelle Nzioki worked in the company as Quality Process Analyst from 10<sup>th</sup> January 2022 to 14<sup>th</sup> February 2023. Her reason for leaving was to search for greener pastures.

#### ***Any promotions***

✓ None.

#### ***Any disciplinary cases***

✓ None.

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EMPLOYMENT

DESCRIPTION	DETAILS PROVIDED		DETAILS VERIFIED		MATCH	NO MATCH
AROMAKARE LIMITED	Organization	AROMAKARE LIMITED	Organization	AROMAKARE LIMITED	✓	
	Years	JUN 2019- DEC 2020	Years	JUN 2019- DEC 2020	✓	
	Position	QUALITY CONTROL LABORATORY INTERN/ QUALITY CONTROL LABORATORY TECHNICIAN	Position	INTERN/QUALITY CONTROL LABORATORY TECHNICIAN	✓	
	Reason for Leaving	NOT PROVIDED BY THE CANDIDATE	Reason for Leaving	PURSUE HIGHER STUDIES (MASTER'S)		✓

COMMENTS

Aromakare Limited

Janerose Namu, Human Resource Manager confirmed that Richelle worked in the company on full time basis as an Intern from June 2019 to September 2019 and on full term as a Quality Control Laboratory Technician from September 2019 to December 2020 when she left to pursue Master’s degree. She served timely notice. Janerose would rehire her as she was excellent and driven worker who took her duties seriously and completed them with care.

Brief description of duties of the position

- ✓ Preparation of reports.
- ✓ Analysis of raw materials and finished goods.
- ✓ Research and product development.

Level of supervision required

- ✓ Intermittent, did not require close supervision.

Any outstanding achievements

- ✓ Outstanding teamwork.

Response to stressful situations and working within deadlines

- ✓ She met deadlines in good time and managed stressful situations fairly well.

Relating with others (customers, co-workers, supervisors)

- ✓ Friendly and cooperative working relationship with strong team values.

Overall work performance

- ✓ Good work performance.

Any promotions

- ✓ From Intern to Permanent Employee.

Candidate’s strengths

- ✓ Team player.
- ✓ Communication skills.
- ✓ Report writing.

Areas of improvement

- ✓ To be more confident in voicing ideas and being open to trying new things

Brief description of the candidate in relation to:

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

Any disciplinary issues

- ✓ None.

Any engagement in misconduct resulting in financial losses to the organization

- ✓ None.

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## EMPLOYEMENTTENURE

EMPLOYEMENT TENURE			
Company	Position	Period	Reason for Leaving
SHEER LOGIC MANAGEMENT CONSULTANTS- KENYA BREWERIES LIMITED	QUALITY PROCESS ANALYST	10TH JAN 2022- 14TH FEB 2023	LEFT FOR GREENER PASTURES
AROMAKARE LIMITED	INTERN/QUALITY CONTROL LABORATORY TECHNICIAN	JUN 2019- DEC 2020	PURSUE HIGHER STUDIES (MASTER'S)

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## GAP IDENTIFICATION AND ANALYSIS

Name	From	To	Comments
EMPLOYMENT GAP	DEC 2020	JAN 2022	Richelle Nzioki has an employment gap of 1 Year and 2 Days, from when she left Aromakare in December 2020 to when she joined KBL in January 2022. Richelle Nzioki confirmed she left Aromakare in December 2020 to pursue higher studies and she remained unemployed in the year 2021, she engaged in personal development activities such; Completed Certificate in Business Management from EBU Luxembourg (Online Learning) on January 2021 and pursued a Certificate in Business Ethics from EBU Luxembourg (Online Learning) from June 2021 to November 2021.

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## CREDIT INFORMATIONCHECK

DESCRIPTION		COMMENTS		
Credit Report		1 open loan accounts 1 closed loan accounts.		
Open loan accounts				
Institution	Type of Loan	Total Amount	Balance Amount	Amount & Days
Closed loan accounts				
Institution	Type of Loan	Total Amount	Balance Amount	Amount & Days
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> February 2023, Richelle Mutoto Nzioki has no data on open loan accounts or closed loan accounts as stipulated above.

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# NATIONAL CRIMINAL DATABASE SEARCH

NAME	IDENTITY NUMBER	POLICE CLEARANCE REFERENCE NUMBER	STATUS
RICHELLE MUTOTO NZIOKI	33600586	-	NO REPORTED OFFENSES

## COMMENTS

Richelle Mutoto Nzioki of ID Number 33600586 has been searched in the Criminal Records Office database and has no known criminal record or result of trial as confirmed by the Directorate of Criminal Investigations on 2nd February 2023.

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SOCIAL MEDIA

DESCRIPTION	ADVERSE STATUS	SOCIAL MEDIA HANDLE	COMMENTS
GOOGLE SEARCH	NO ADVERSE MENTION FOUND	NOT APPLICABLE	
FACEBOOK	NO ADVERSE MENTION FOUND	NOT APPLICABLE	
TWITTER	NO ADVERSE MENTION FOUND	NOT APPLICABLE	
LINKEDIN PROFILE	NO ADVERSE MENTION FOUND	NOT APPLICABLE	



## GOOGLE SEARCH Photographic Evidence

### GOOGLE SEARCH Comments

Following a thorough search using names, phone number and email address, Richelle Mutoto Nzioki 's  
Google Search has no record of adverse information.



## **FACEBOOK Photographic Evidence**

### **FACEBOOK Comments**

Following a thorough search using names, phone number and email address of Richelle Mutoto Nzioki, we could not find her Facebook Account.



## **TWITTERPhotographic Evidence**

### **TWITTERComments**

Following a thorough search using names, phone number and email address of Richelle Mutoto Nzioki, we could not find her Twitter Account.



## **LINKEDINPROFILE Photographic Evidence**

### **LINKEDINPROFILE Comments**

Following a thorough search using names, phone number and email address of Richelle Mutoto Nzioki, we could not find her LinkedIn Profile.