

CONFIDENTIAL BACKGROUND
SCREENING REPORT



Candidate's Name Susan Muema

Report Status Final Report

SOW NO. 2550

Position Hired EABL

Screening Package EABL STANDARD PACKAGE

Reference NO. EABL-RQ-1620046317295-
OGDH



IDENTITY

DESCRIPTION	DETAILS VERIFIED
Names	MUEMA SUSAN NDINDA
ID No.	33067297
Date of Birth	9/7/1996 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	MASENO UNIVERSITY	MASENO UNIVERSITY	✓	
	Years	N/A	21/December/2018		✓
	Course	BACHELOR OF SCIENCE	BACHELOR OF SCIENCE	✓	
	Specialization	MATHEMATICAL SCIENCES WITH IT	MATHEMATICAL SCIENCES WITH IT	✓	
	Awards	SECOND CLASS HONORS (UPPER DIVISION)	SECOND CLASS HONOURS (UPPER DIVISION)	✓	

COMMENTS

The Examinations Office confirmed that Susan Ndinda Muema graduated with a Bachelor of Science (Mathematical Sciences with IT), from the School of Mathematics, Statistics and Actuarial Sciences; with Second Class Honours, Upper Division during the 18th Graduation Ceremony held on 21st December 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

Susan Muema 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
ULU SECONDARY SCHOOL	Organization	ULU SECONDARY SCHOOL	Organization	ULU SECONDARY SCHOOL	✓	
	Years	MAY - AUGUST 2014 AND MAY - SEPTEMBER 2015	Years	17/May/2021	✓	
	Position	TEACHER	Position	ASSISTANT TEACHER	✓	
	Reason for Leaving	NOT PROVIDED	Reason for Leaving	TO RESUME LEARNING AT THE UNIVERSITY		✓

COMMENTS

Ulu Secondary School.

Julius Kitonga, the Principal, confirmed that Susan Ndinda Muema was employed as an Assistant Teacher from May to August 2014 and May to September 2015 on full-time basis. She left to resume learning at the university, served a notice, returned work-assigned tools, did not owe the company money and was not involved in fraud. Julius would rehire her and described her as having performed her duties diligently and any opportunity for employment could be granted to her.

Duties, roles and responsibilities

- ✓ Teaching Mathematics
- ✓ Coaching football
- ✓ Guiding and counselling
- ✓ Mentoring learners.

Level of supervision required

- ✓ Once assigned duties, she was able to perform them without close supervision.

Contributions to the organization r any outstanding achievements

- ✓ She was an asset to the school.
- ✓ On her own initiative, she designed a computer generated student report form.
- ✓ Besides, her mentorship led to improved performance of students in Mathematics.

Response to stressful situations and working under pressure

- ✓ She easily worked well in all situations including stressful situations and was able to meet deadlines with ease.

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

- ✓ She related very well with the teaching and non-teaching staff as well as her supervisors.

Overall work performance rate and job knowledge compared to others on the job

- ✓ Julius rated her highly in overall work performance and job knowledge.
- ✓ On a Likert scale of 5, he gave her a 4.

Any promotions

- ✓ None; since the employment was temporary.

Candidate's strengths

- ✓ Working without supervision
- ✓ A team player
- ✓ Good interpersonal relationship
- ✓ Honesty.

Areas of improvement

- ✓ Dress code. At times she had challenges meeting the TSC prescribed dress code.

Brief description of the candidate in relation to:

Trustworthiness	-
Dependability/ reliability	Highly dependable/ reliable
Taking Initiative	Self-directed
Communication skills (Verbal/ written)	Fluent/ eloquent
Time management	Punctual
Ability to make sound and timely decisions	Could make sound decisions
Adaptability to change	Able to adjust easily to change
Professionalism	Highly professional

Any disciplinary issues

- ✓ None.

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Contributions to the organization r any outstanding achievements

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Any promotions

- ✓ None; since the employment was temporary.

Candidate's strengths

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Areas of improvement

- ✓ Dress code. At times she had challenges meeting the TSC prescribed dress code.

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GAP IDENTIFICATIONAND ANALYSIS

Name	From	To	Comments
EMPLOYMENT GAP 1	MAR 2021	DATE	Susan confirmed that in the mentioned time period, she had been job hunting and doing some data entry. No formal work that could be referenced.

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CREDIT INFORMATIONCHECK

DESCRIPTION		COMMENTS		
Credit Report		3 open loan accounts 14 closed loan accounts.		
Open loan accounts				
<i>Institution</i>	Type of Loan	<i>Total Amount</i>	<i>Balance Amount</i>	<i>Amount & Days</i>
MSHWARI	MOBILE BANKING LOAN	KES. 2,000	KES 2,150	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 2,000	KES 2,150	KES 0
FULIZA M-PESA	OVERDRAFT	KES. 268	KES 268	KES 0
ABSA BANK KENYA	MOBILE BANKING LOAN	KES. 600	KES 480	KES 480
MSHWARI	MOBILE BANKING LOAN	KES. 2,000	KES 2,150	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 2,000	KES 2,150	KES 0
Closed loan accounts				
<i>Institution</i>	Type of Loan	<i>Total Amount</i>	<i>Balance Amount</i>	<i>Amount & Days</i>
ABSA BANK KENYA	MOBILE BANKING LOAN	KES. 600	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 2,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 2,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 2,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 2,000	KES 0	KES 0
FULIZA M-PESA	OVERDRAFT	KES. 514	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 2,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 2,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 2,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 2,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 2,000	KES 0	KES 0

COMMENTS

As of 12th May 2021, Susan Ndinda Muema has 3 open loan accounts; 2 Mobile Banking Loan with Mshwari and a Fuliza M-Pesa Ovderfraft; with a principal amount of **KES 4,268**. He is currently servicing the loan with instalment amount sum of **KES 4,568** having no worst current arrears of and no worst current arrears last 12 months, and no overdue balance sum hence a total loan balance of **KES 4,568**.

Susan Ndinda Muema also has 14 closed loan accounts with a principal amount of **KES 23,718** which he has fully serviced apart form 3 Mobile Banking Loans from Mshwari and ABSA Bank Kenya which were closed and written off with a balance of **KES 4,780** as stipulated above.

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NATIONAL CRIMINAL DATABASE SEARCH

NAME	IDENTITY NUMBER	POLICE CLEARANCE REFERENCE NUMBER	STATUS
SUSAN NDINDA MUEMA	33067297	-	NO REPORTED OFFENSES

COMMENTS

Susan Ndinda Muema of identity number 33067297 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 21st May 2021.

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SOCIAL MEDIA

DESCRIPTION	ADVERSE STATUS	SOCIAL MEDIA HANDLE	COMMENTS
LINKEDIN PROFILE	NO ADVERSE MENTION FOUND	HTTPS://WWW.LINKEDIN.COM/IN/MUEMA-SUSAN-NDINDA-B6707B163	
FACEBOOK	NO ADVERSE MENTION FOUND	N/A	
TWITTER	NO ADVERSE MENTION FOUND	N/A	
GOOGLE	NO ADVERSE MENTION FOUND	MUEMA SUSAN NDINDA	

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