# CONFIDENTIAL BACKGROUND SCREENING REPORT



Candidate's Name	Hellen Thogori	Report Status	Final Report
SOW NO.	3130	Position Hired	EABL
Screening Package	EABL STANDARD PACKAGE	Reference NO.	EABL-RQ-1634039447611- Y1PL



#### **IDENTITY**

DESCRIPTION	DETAILS VERIFIED
Names	KIBURU HELLEN THOGORI
ID No.	26750231
Date of Birth	4/2/1989 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	матсн	NO MATCH
	Institution Name	KENYATTA UNIVERSITY			
HIGHEST	Years	-			
EDUCATION	Course	MASTER OF ECONOMICS			
	Specialization	FINANCE			
	Awards	N/A			

#### **EDUCATION COMMENTS**

The Graduation & Certificates Office, confirmed that Hellen Thogori Kiburu was a continuing student at Kenyatta University. She is undertaking a Master of Economics (Finance) degree programme.

DESCRIPTION		DETAILS PROVIDED	DETAILS VERIFIED	МАТСН	NO MATCH
	Institution Name	KENYATTA UNIVERSITY	KENYATTA UNIVERSITY	<b>✓</b>	
	Years	14 DECEMBER 2012	14/December/2012	<b>✓</b>	
HIGHEST EDUCATION	Course	BACHELOR OF COMMERCE	BACHELOR OF COMMERCE	<b>✓</b>	
220011	Specialization	FINANCE	FINANCE	<b>✓</b>	
	Awards	SECOND CLASS HONOURS (UPPER DIVISION)	SECOND CLASS HONOURS (UPPER DIVISION)	<b>✓</b>	

#### **COMMENTS**

Judith Mwango from Graduation and Certificates Office confirmed that Hellen Thogori Kiburu graduated from Kenyatta University on 14th December 2012 with a degree in Bachelor of Commerce (Finance Option). The certificate presented by the candidate was confirmed to be authentic as of 18th October 2021.

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# **PROFESSIONAL QUALIFICATION**

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

# **COMMENTS**

Hellen Thogori Kiburu does not appear to have any professional memberships as per her resume.

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DESCRIPTION	DETAILS PROVIDED		DETAILS VERIFIED			NO MATCH
	Organization	KYOSK DIGITAL SERVICES	Organization	KYOSK DIGITAL SERVICES	<b>✓</b>	
KYOSK	Years	AUG 2021 - DATE	Years	AUG 2021 - DATE	<b>✓</b>	
DIGITAL SERVICES	Position	OPERATIONS COMMERCIAL ANALYST	Position	OPERATIONS COMMERCIAL ANALYST	<b>✓</b>	
	Reason for Leaving	CURRENTLY EMPLOYED	Reason for Leaving	CURRENTLY EMPLOYED	<b>~</b>	

#### **COMMENTS**

The candidate is currently employed at Kyosk Digital Services; hence no attempt was made to contact the company to avoid jeopardizing the candidate's employment. Background check to be conducted once the candidate has resigned upon request.

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DESCRIPTION	DETAILS PROVIDED		DETAILS VERIFIED		матсн	NO MATCH
	Organization	BIESDORF EAST AFRICA	Organization	BIESDORF EAST AFRICA	<b>✓</b>	
	Years	NOV 2017 - JAN 2021	Years	16 OCT 2017 - 29 JAN 2021		<b>✓</b>
BIESDORF EAST AFRICA	Position	SHOPPER & CUSTOMER MARKETING ANALYST	Position	S&CM SPECIALIST DATA ANALYTIC	<b>✓</b>	
	Reason for Leaving	NOT PROVIDED BY THE CANDIDATE	Reason for Leaving	SHE LEFT TO FOCUS ON HER ACADEMICS		<b>✓</b>

#### **COMMENTS**

#### Beiersdorf East Africa.

Charles Keter, the Area Sales Manager, confirmed that Hellen Thogori was employed as a S&CM Specialist Data Analytic from 16<sup>th</sup> October 2017 to 29<sup>th</sup> January 2021. She requested to focus & clear her academics which were too pressing at that moment. Charles would rehire her if more opportunities were available. He described Hellen as an asset to the organization for any task given to her.

#### Overall work performance

✓ Insightful, reliable, and efficient in supporting the team.

#### Any promotions

✓ None; since open vacancy by the time of leaving.

## Coping while working under pressure

✓ Could evaluate several options.

# Relating with others

✓ Excellent interpersonal skills and team player.

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DESCRIPTION	DETAILS PROVIDED		DETAILS VERIFIED		матсн	NO MATCH
	Organization	MEDIACOM EA	Organization	MEDIACOM	<b>✓</b>	
	Years	JAN 2017 - OCT 2017	Years	9 JAN 2017 - 13 OCT 2017	<b>✓</b>	
MEDIACOM	Position	DATA ANALYST	Position	DATA ANALYST - EA	<b>✓</b>	
	Reason for Leaving	NOT PROVIDED BY THE CANDIDATE	Reason for Leaving	SHE LEFT TO TAKE UP A MORE COMPREHENSIVE ANALYST ROLE		<b>✓</b>

#### **COMMENTS**

# MediaCom.

Peter Maina, the Business Unit Head – Data & Insights, confirmed that Hellen Thogori was employed as a Data Analyst – EA, from 9<sup>th</sup> January 2017 to 13<sup>th</sup> October 2017. She left to take up a more comprehensive analyst role. Peter would definitely rehire her and described Hellen as a dependable and resourceful individual. She was a delight to work with and would always add a different perspective to what was the work at hand.

#### Overall work performance

- ✓ Hellen was a really meticulous employee who would always seek to deliver her work within the stipulated deadlines.
- ✓ As an analyst, she was curious and inquisitive in order to ensure she was able to deliver above and beyond.

#### Any promotions

√ N/A.

#### Coping while working under pressure

- ✓ She managed to deliver on all the tasks through pressure though in some instances, it was necessary to be able to offer a guiding hand to her.
- ✓ This was especially when the information required was rather new to her.

#### Relating with others

- ✓ She related well with others.
- ✓ As an introvert, she was generally more comfortable in smaller group settings.

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DESCRIPTION	DETAILS PROVIDED		DETAILS VERIFIED		матсн	NO MATCH
	Organization	COCA COLA EAST AFRICA FRANCHISE	Organization	HCS (COCA COLA)	<b>✓</b>	
HCS (COCA	Years	DEC 2014 - JUL 2015; JAN 2016 - DEC 2016	Years	DEC 2014 - JUL 2015; HAN 2016 - DEC 2016	<b>✓</b>	
COLA)	Position	FINANCE & VOLUME ANALYST	Position	FINANCE AND VOLUME ANALYST	<b>✓</b>	
	Reason for Leaving	NOT PROVIDED BY THE CANDIDATE	Reason for Leaving	SHE LEFT FOR A NEW OPPORTUNITY		<b>✓</b>

# **COMMENTS**

# HCS (Coca-Cola).

Peleza International Limited reached out to Human Capital Synergies Africa Ltd, the company that seconded Hellen to Coca Cola. The company stated that the two companies had parted and thus were unable to confirm the employment from HCS.

Peleza further went ahead and contacted the candidate to provide us with her previous line manager at Coca Cola and therefore we were able to get this verification from her pervious supervisor.

Catherine Kagai, the Head of Shared Services, Finance, confirmed that Hellen Thogori was employed as a Finance and Volume Analyst from December 2014 to July 2015 and January 2016 to December 2016. She left for a new opportunity and ensured a smooth handover for business continuity. Catherine was willing to take on the opportunity to work with Hellen again and she was described as professional and diligent.

# Overall work performance

✓ Hellen executed her work professionally and with diligence.

# Any promotions

✓ Her duties and responsibilities gradually increased overtime in her tenure moving from volume analyst in EA to inclusion of overall PL thus finance & volume analyst.

# Coping while working under pressure

✓ Severally, the speed of execution was critical on her part with conflicting priorities and she stepped up to the challenge, ensuring alignment on ordering of priorities to enable attainment of work objectives within acceptable timelines.

# Relating with others

- ✓ Very well.
- ✓ Hellen's role required good stakeholder engagement & correspondence with both functional & cross-functional teams, different hierarchy levels of management as well as customers, being bottlers.
- ✓ Her ability to execute well relied largely on these relationships and she was able to meet her objectives.

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DESCRIPTION	DETAILS PRO	VIDED	DETAILS VER	FIED		NO MATCH
	Organization	EOH SEAL LTD	Organization	EOH SEAL LTD	<b>✓</b>	
	Years	AUG 2015 - DEC 2015	Years	AUG 2015 - DEC 2015	<b>✓</b>	
EOH SEAL	Position	JUNIOR SAP ASSOCIATE	Position	JUNIOR SAP ASSOCIATE	<b>✓</b>	
	Reason for Leaving	NOT PROVIDED BY THE CANDIDATE	Reason for Leaving	THE COMPANY WOUND UP BUSINESS IN KENYA DUE TO COVID-19		<b>✓</b>

#### **COMMENTS**

#### **EOH SEAL Ltd**

Ben, in charge of Operations in Kenya, verbally confirmed that Hellen Thogori was employed as a Junior SAP Associate from Aug 2015 to Dec 2015.

He further confirmed that EOH Seal wound up business last year in Kenya due to the impact of Covid-19. They were in the process of exiting the Kenyan market.

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#### **EMPLOYEMENTTENURE**

EMPLOYEMENT'	TENURE		
Company	Position	Period	Reason for Leaving
KYOSK DIGITAL SERVICES	OPERATIONS COMMERCIAL ANALYST	AUG 2021 - DATE	CURRENTLY EMPLOYED
BIESDORF EAST AFRICA	S&CM SPECIALIST DATA ANALYTIC	16 OCT 2017 - 29 JAN 2021	SHE LEFT TO FOCUS ON HER ACADEMICS
MEDIACOM	DATA ANALYST - EA	9 JAN 2017 - 13 OCT 2017	SHE LEFT TO TAKE UP A MORE COMPREHENSIVE ANALYST ROLE
HCS (COCA COLA)	FINANCE AND VOLUME ANALYST	DEC 2014 - JUL 2015; HAN 2016 - DEC 2016	SHE LEFT FOR A NEW OPPORTUNITY
EOH SEAL LTD	JUNIOR SAP ASSOCIATE	AUG 2015 - DEC 2015	THE COMPANY WOUND UP BUSINESS IN KENYA DUE TO COVID-19

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# **GAP IDENTIFICATIONAND ANALYSIS**

Name	From	То	Comments
EMPLOYMENT GAP 1	JAN 2021	AUG 2021	Hellen Thogiri has an employment Gap of when she left Beiersdorf East Africa in Jan 2021 to when she joined Kyosk Digital in Aug 2016 (8 Months) Hellen confirmed that she left Beiersdorf on January 29 <sup>th</sup> to focus on her Masters' program from February 2021 to June 2021. After completing the final semester's exams, she resumed job hunting before joining Kyosk Digital Services on 3 <sup>rd</sup> August 2021.

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#### **CREDIT INFORMATION CHECK**

DESCRIPTION	COMMENTS					
Credit Report	0 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		
-	-	KES. 0	KES 0	KES 0		

#### **COMMENTS**

As of 18<sup>th</sup> October 2021, Hellen Thogori Kiburu has no open loan accounts and no closed loan accounts as stipulated above.

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#### NATIONAL CRIMINAL DATABASE SEARCH

NAME		POLICE CLEARANCE REFERENCE NUMBER	STATUS
HELLEN THOGORI KIBURU	26750231	-	NO REPORTED OFFENSES

#### **COMMENTS**

Hellen Thogori Kiburu of Identity Number 26750231 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 19th October 2021.

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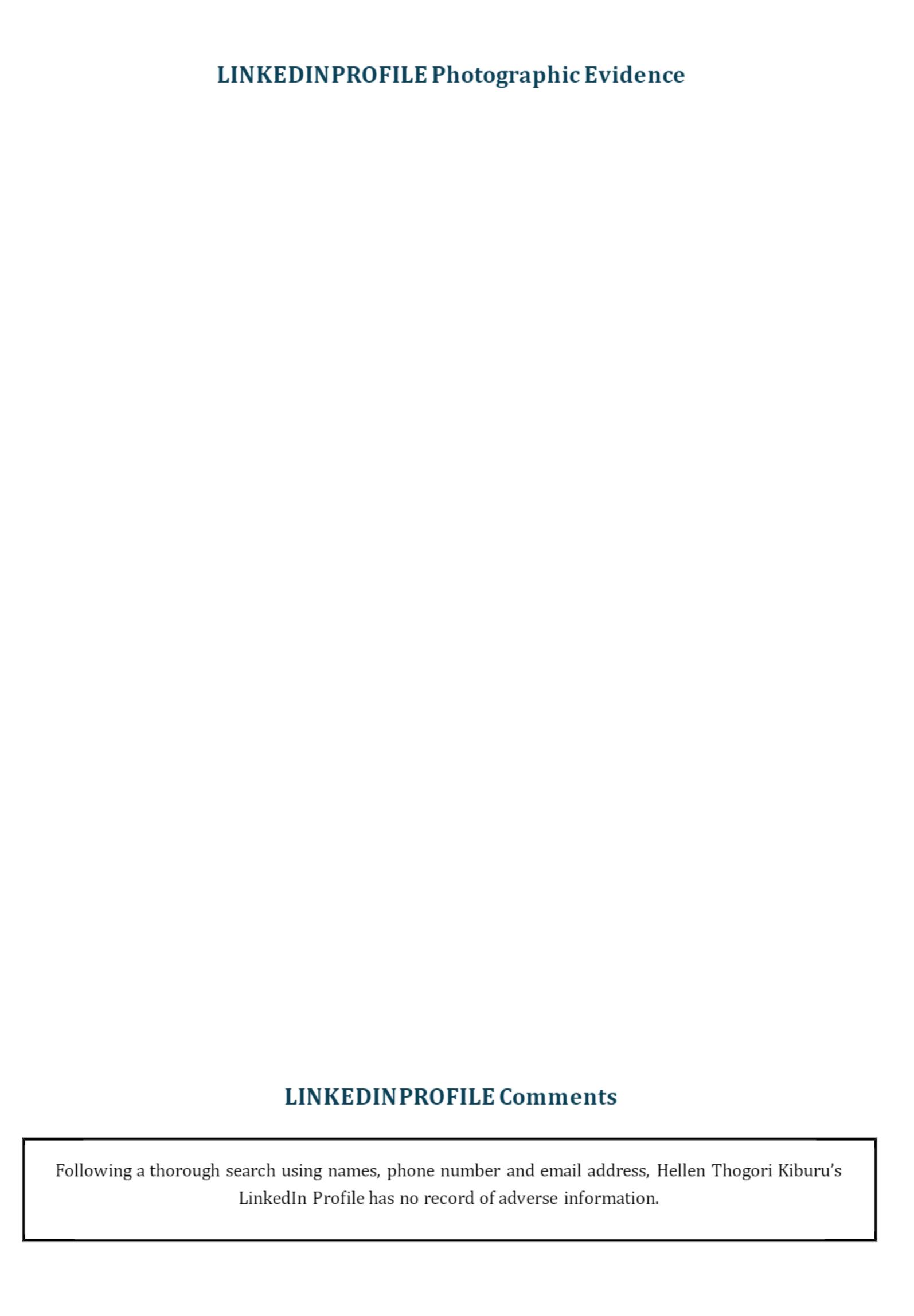
# **SOCIAL MEDIA**

DESCRIPTION	ADVERSE STATUS	SOCIAL MEDIA HANDLE	COMMENTS
FACEBOOK	NO ADVERSE MENTION FOUND	-	
TWITTER	NO ADVERSE MENTION FOUND	-	
GOOGLE SEARCH	NO ADVERSE MENTION FOUND	N/A	
LINKEDIN PROFILE	NO ADVERSE MENTION FOUND	HTTPS://WWW.LINKEDIN.COM/IN/HELLEN- THOGORI-42A2B072/	

# GOOGLE SEARCH Photographic Evidence

# **GOOGLE SEARCH Comments**

Following a thorough search using names, phone number and email address, Hellen Thogori Kiburu'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, Hellen Thogori Kiburu does not appear to have a Facebook account.

# TWITTERPhotographic Evidence **TWITTERComments** Following a thorough search using names, phone number and email address, Hellen Thogori Kiburu does not appear to have a Twitter account.