

CONFIDENTIAL BACKGROUND
SCREENING REPORT



Candidate's Name Diana Mbugua

Report Status Final Report

SOW NO. 3878

Position Hired EABL

Screening Package EABL STANDARD PACKAGE

Reference NO. EABL-RQ-1650275946238-U204



IDENTITY

DESCRIPTION	DETAILS VERIFIED
Candidate Names	DIANA MWENDE MBUGUA
Identity No.	27680851
Date of Birth	03/29/1990
Gender	FEMALE

COMMENTS

The candidate is a Kenyan citizen and is of legal employment age, her identity details i.e., 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 (IPRS). However, her name appears as Diana **Mwende** Mbugua from IPRS whilst her name appears as Diana **Mwede** Mbugua on her passport.

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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 COMMERCE	BACHELOR OF COMMERCE	✓	
	Specialization	MARKETING	MARKETING	✓	
	Awards	SECOND CLASS HONORS (UPPER DIVISION)	SECOND CLASS HONOURS (UPPER DIVISION)	✓	

COMMENTS

The Examinations Office confirmed that Mbugua Diana Mwede graduated from the School of Business with a Bachelor of Commerce; Marketing Option, with Second Class Honours, Upper Division during the 48th Graduation Congregation held on 7th December 2012.

DESCRIPTION		DETAILS PROVIDED	DETAILS VERIFIED	MATCH	NO MATCH
	Institution Name	UNIVERSITY OF NAIROBI	UNIVERSITY OF NAIROBI	✓	
	Years	ONGOING	18/September/2009		✓
HIGHEST EDUCATION	Course	DIPLOMA IN BUSINESS MANAGEMENT	DIPLOMA IN BUSINESS MANAGEMENT	✓	
	Specialization	BUSINESS MANAGEMENT	BUSINESS MANAGEMENT	✓	
	Awards	N/A	N/A	✓	

COMMENTS

Dr. Stephen Odock, the Coordinator Faculty of Business and Management Sciences, Mombasa Campus, confirmed that Diana Mwede Mbugua graduated with a Diploma in Business Management on 18th September 2009. The transcript provided are authentic as confirmed on 22nd April 2022.

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PROFESSIONAL QUALIFICATION

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

COMMENTS

Diana Mwede Mbugua does not have any professional memberships as per her resume

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EMPLOYMENT

DESCRIPTION	DETAILS PROVIDED		DETAILS VERIFIED		MATCH	NO MATCH
	Organization	SCANAD KENYA LIMITED	Organization	SCANAD KENYA LIMITED	✓	
	Years	SEPT 2015 - 2019	Years	5 SEPT 2015 - 2019	✓	
SCANAD KENYA LIMITED	Position	BRAND PARTNER	Position	BRAND PARTNER	✓	
	Reason for Leaving	NOT PROVIDED BY THE CANDIDATE	Reason for Leaving	SHE LEFT FOR A GROWTH OPPORTUNITY NOT AVAILABLE WITHIN THE AGENCY AT THE TIME		✓

COMMENTS

Scanad Kenya Ltd.

Sally Sawe, the Managing Director, confirmed that Diana Mwede was hired as a Brand Partner from 5th September 2015 to 2019 on full-time basis. She left for a growth opportunity that was not available within the agency at the time. She served a one-month notice, returned company assigned tools, did not owe the company money and was not involved in fraud. Sally would rehire Diana and described her as being a good candidate to hire. Sally also highly recommended her.

Duties, roles and responsibilities

Creativity

- ✓ Understood and articulated client comments and actions to confirm and agree in writing with client to ensure understanding
- ✓ Led creative briefings that were clear, simple, succinct, and inspirational
- ✓ Voiced opinion in creative to ensure work on brand and on brief
- ✓ Led creative presentations (face to face unless impossible) to client – clearly explaining how the work was both on brand and on brief
- ✓ Be the Brand Guardian with a clear understanding of the client copy tone and brand

Finance

- ✓ Accurately estimated for jobs following the receipt of new briefs
- ✓ Ensured that jobs run to budget by regularly reviewing the WIP and re-estimating if the client exceeded their allocated rounds of amends
- ✓ Took a lead role in the regular scheduled meetings and took ownership for ensuring the team completed their WIP actions by the deadlines
- ✓ Reconciled and invoiced jobs in a timely manner
- ✓ Checked the debtors list weekly and follow-up with their clients and accounts payable when required
- ✓ Updated the finance tracker on a regular basis and developed an awareness of where they were in relation to the monthly forecast

Strategy

- ✓ Became totally immersed in understanding the client marketplace, especially in the Digital and Social space and supported on development of competitor reviews
- ✓ Worked closely with Planning and Data Planning to understand market and segmentation as appropriate
- ✓ Helped develop strategic recommendations at the planning stage with assistance from AD/Planning
- ✓ Continually demonstrated an understanding of the client’s brand and business when evaluating and discussing work and strategy

Delivery

- ✓ Acknowledged all client requests, briefs, etc., as soon as possible after receiving them, clearly explaining when and what next steps would be
- ✓ Demonstrated a superb level of attention to detail in all written work
- ✓ Managed strategic jobs to satisfaction of client with support from AE and AD, including:
 - Ensure tasks were completed within allocated timescales
 - Manage expectations with ongoing updates and explaining any issues in advance
 - Responsible for checking quality of all work before discussing with Account Director (No work should ever leave the building in poor quality (e.g., typos, inconsistencies, etc)
 - Understand and communicate feedback clearly highlighting to Client rationales and any creative challenges
 - Issue timing plans (and update as necessary) to deliver client campaigns knowing where and when to negotiate on delivery

Relationships

- ✓ Ensured the correct professional tone was used in all verbal and written client (and internal) communications
- ✓ Regular and timely communication with client and being always available
- ✓ Build solid relationships and be the primary day-to-day contact for mid-level managers on the projects being run and a point of call for any issues on Task jobs
- ✓ Communicated opinion on the work to clients demonstrating passion, honesty, and any potential issues
- ✓ Confident in chairing client meetings and taking in active role in those attended with other senior members of the team
- ✓ Engaged partner agencies where appropriate
- ✓ Line management (where appropriate) to provide day-to-day support and on-the-job training as necessary
- ✓ Effectively managed workload and spot when help was needed and could be offered
- ✓ Confident in managing upwards internally to the right people

Leadership

- ✓ Had a proactive attitude towards the client business and sharing wider initiatives and ideas over and above the specific agency remit to really get under the skin of the clients
- ✓ Demonstrated “active learning”, kept up to date with industry developments and attended talks (Internal and external) to help build knowledge over and above training courses

Level of supervision required

- ✓ Intermittent supervision.

Contributions to the organization and any outstanding achievements

- ✓ Smooth running of the Safaricom business with recognition by the client on service delivery.

Coping under work pressure and working within deadlines

- ✓ Extremely well having managed a high-pressure telecommunication client with very tight SLAs and timelines.

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

- ✓ Very sociable, good interpersonal skills, great client relationships and very balanced persona with good mediation skills.

Overall job performance and job knowledge compared to others in the job

- ✓ Above average.

Any promotions

- ✓ Yes; she joined as an Account Executive and left as a Brand Partner.

Candidate’s strengths

- ✓ Ability to manage a high pressure client with very good understanding of marketing and advertising.

Areas of improvement

- ✓ Strategic delegation.

Description of the candidate in relation to:

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

Any disciplinary cases

- ✓ Not while at the agency.

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EMPLOYEMENTTENURE

EMPLOYEMENT TENURE			
Company	Position	Period	Reason for Leaving
NESTLE KENYA LIMITED	BRAND MANAGEMENT	JUL 2019 - DATE	CURRENTLY EMPLOYED AT THE COMPANY
SCANAD KENYA LIMITED	BRAND PARTNER	5 SEPT 2015 - 2019	SHE LEFT FOR A GROWTH OPPORTUNITY NOT AVAILABLE WITHIN THE AGENCY AT THE TIME

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GAP IDENTIFICATIONAND ANALYSIS

Name	From	To	Comments
NO EMPLOYMENT GAP	-	-	Diana has no employment gaps as she has been employed for the past 7 years as per her resume.

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CREDIT INFORMATIONCHECK				
DESCRIPTION	COMMENTS			
Credit Report	7 open loan accounts 52 closed loan accounts.			
Open loan accounts				
Institution	Type of Loan	Total Amount	Balance Amount	Amount & Days
BANK OF AFRICA KENYA	INSURANCE PREMIUM FINANCING	KES. 94,400	KES 60,100	KES 8,850
BANK OF AFRICA KENYA	BUSINESS WORKING CAPITAL LOAN	KES. 19,50,000	KES 19,10,000	KES 44,100
ABSA BANK KENYA	CREDIT CARD	KES. 1,55,000	KES 1,62,000	KES 0
STANBIC BANK	CREDIT CARD	KES. 1,50,000	KES 1,40,000	KES 0
KENYA COMMERCIAL BANK LTD	MOBILE BANKING LOAN	KES. 63,000	KES 68,400	KES 0
KENYA COMMERCIAL BANK LTD	MOBILE BANKING LOAN	KES. 35,000	KES 38,000	KES 0
KENYA COMMERCIAL BANK LTD	MOBILE BANKING LOAN	KES. 1,200	KES 1,200	KES 0
Closed loan accounts				
Institution	Type of Loan	Total Amount	Balance Amount	Amount & Days
STANBIC BANK	OVERDRAFT	KES. 80,000	KES 0	KES 0
STANBIC BANK	BUSINESS WORKING CAPITAL LOAN	KES. 8,00,000	KES 0	KES 0
STANBIC BANK	BUSINESS WORKING CAPITAL LOAN	KES. 80,000	KES 0	KES 0
STANBIC BANK	BUSINESS WORKING CAPITAL LOAN	KES. 80,000	KES 0	KES 0
STANBIC BANK	BUSINESS WORKING CAPITAL LOAN	KES. 800	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 1,200	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 1,200	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 1,200	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 1,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 1,200	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 1,200	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 1,400	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 8,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 1,400	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 1,200	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 1,200	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 1,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 400	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 7,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 8,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 6,000	KES 0	KES 0
KENYA COMMERCIAL BANK LTD	MOBILE BANKING LOAN	KES. 9,000	KES 0	KES 0
KENYA COMMERCIAL BANK LTD	MOBILE BANKING LOAN	KES. 19,000	KES 0	KES 0
KENYA COMMERCIAL BANK LTD	MOBILE BANKING LOAN	KES. 23,100	KES 0	KES 0
KENYA COMMERCIAL BANK LTD	MOBILE BANKING LOAN	KES. 28,900	KES 0	KES 0
KENYA COMMERCIAL BANK LTD	MOBILE BANKING LOAN	KES. 52,500	KES 0	KES 0
KENYA COMMERCIAL BANK LTD	MOBILE BANKING LOAN	KES. 18,200	KES 0	KES 0
KENYA COMMERCIAL BANK LTD	MOBILE BANKING LOAN	KES. 21,600	KES 0	KES 0
KENYA COMMERCIAL BANK LTD	MOBILE BANKING LOAN	KES. 49,000	KES 0	KES 0
KENYA COMMERCIAL BANK LTD	MOBILE BANKING LOAN	KES. 63,400	KES 0	KES 0
KENYA COMMERCIAL BANK LTD	MOBILE BANKING LOAN	KES. 53,000	KES 0	KES 0
KENYA COMMERCIAL BANK LTD	MOBILE BANKING LOAN	KES. 52,100	KES 0	KES 0
KENYA COMMERCIAL BANK LTD	MOBILE BANKING LOAN	KES. 27,300	KES 0	KES 0
KENYA COMMERCIAL BANK LTD	MOBILE BANKING LOAN	KES. 42,000	KES 0	KES 0
KENYA COMMERCIAL BANK LTD	MOBILE BANKING LOAN	KES. 26,500	KES 0	KES 0
KENYA COMMERCIAL BANK LTD	MOBILE BANKING LOAN	KES. 1,200	KES 0	KES 0
KENYA COMMERCIAL BANK LTD	MOBILE BANKING LOAN	KES. 51,300	KES 0	KES 0
KENYA COMMERCIAL BANK LTD	MOBILE BANKING LOAN	KES. 4,000	KES 0	KES 0
KENYA COMMERCIAL BANK LTD	MOBILE BANKING LOAN	KES. 7,500	KES 0	KES 0
KENYA COMMERCIAL BANK LTD	MOBILE BANKING LOAN	KES. 8,670	KES 0	KES 0
KENYA COMMERCIAL BANK LTD	MOBILE BANKING LOAN	KES. 25,500	KES 0	KES 0
KENYA COMMERCIAL BANK LTD	MOBILE BANKING LOAN	KES. 3,000	KES 0	KES 0
KENYA COMMERCIAL BANK LTD	MOBILE BANKING LOAN	KES. 6,500	KES 0	KES 0
KENYA COMMERCIAL BANK LTD	MOBILE BANKING LOAN	KES. 58,000	KES 0	KES 0
KENYA COMMERCIAL BANK LTD	MOBILE BANKING LOAN	KES. 51,000	KES 0	KES 0
KENYA COMMERCIAL BANK LTD	MOBILE BANKING LOAN	KES. 35,700	KES 0	KES 0
KENYA COMMERCIAL BANK LTD	MOBILE BANKING LOAN	KES. 62,700	KES 0	KES 0
KENYA COMMERCIAL BANK LTD	MOBILE BANKING LOAN	KES. 1,500	KES 0	KES 0
KENYA COMMERCIAL BANK LTD	MOBILE BANKING LOAN	KES. 4,500	KES 0	KES 0
KENYA COMMERCIAL BANK LTD	MOBILE BANKING LOAN	KES. 4,800	KES 0	KES 0
KENYA COMMERCIAL BANK LTD	MOBILE BANKING LOAN	KES. 1,000	KES 0	KES 0
KENYA COMMERCIAL BANK LTD	MOBILE BANKING LOAN	KES. 1,000	KES 0	KES 0

COMMENTS

As of 25th April 2022, Diana Mwende has 7 open loan accounts; 3 Mobile Banking Loans with Kenya Commercial Bank, 2 Credit Card Loans with ABSA Bank and Stanbic Bank, a Business Working Capital Loan and an Insurance Premium Financing from Bank of Africa Kenya; with a principal amount of **KES 2,452,880**. She is currently servicing the loan with installment amount sum of **KES 160,570** having worst current arrears of **1 day** and worst arrears last 12 months of **30 days**, and an overdue balance sum of **KES 52,901**; hence a total loan balance of **KES 2,375,071**.

Diana Mwende also has 52 closed loan accounts amounting to **KES 1,896,841** which were fully serviced as stipulated above.

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NATIONAL CRIMINAL DATABASE SEARCH

NAME	IDENTITY NUMBER	POLICE CLEARANCE REFERENCE NUMBER	STATUS
DIANA MWEDE MBUGUA	27680851	-	NO REPORTED OFFENSES

COMMENTS

Diana Mwede Mbugua of ID Number 27680851 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 25th April 2022

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SOCIAL MEDIA

DESCRIPTION	ADVERSE STATUS	SOCIAL MEDIA HANDLE	COMMENTS
TWITTER	NO ADVERSE MENTION FOUND	-	
FACEBOOK	NO ADVERSE MENTION FOUND	HTTPS://WWW.FACEBOOK.COM/DEEBAIBE	
LINKEDIN	NO ADVERSE MENTION FOUND	HTTPS://WWW.LINKEDIN.COM/IN/DIANA-MBUGUA-37B37B52/	
GOOGLE SEARCH	NO ADVERSE MENTION FOUND	N/A	

FACEBOOK Photographic Evidence

FACEBOOK Comments

Following a thorough search using names, phone number and email address, Diana Mwede Mbugua's Facebook account has no record of adverse information.

LINKEDINPhotographic Evidence

LINKEDINComments

Following a thorough search using names, phone number and email address, Diana Mwede Mbugua'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, Diana Mwede Mbugua's Google Search has no record of adverse information.

TWITTERPhotographic Evidence

TWITTERComments

Following a thorough search using names, phone number and email address we could not find Diana Mwede Mbugua's Twitter account.

EMPLOYMENT

DESCRIPTION	DETAILS PROVIDED		DETAILS VERIFIED		MATCH	NO MATCH
NESTLE KENYA LIMITED	Organization	NESTLE KENYA LIMITED	Organization	NESTLE KENYA LIMITED	✓	
	Years	JUL 2019 - TO DATE	Years	JUL 2019 - DATE	✓	
	Position	BRAND MANAGEMENT	Position	BRAND MANAGEMENT	✓	
	Reason for Leaving	CURRENTLY EMPLOYED AT THE COMPANY	Reason for Leaving	CURRENTLY EMPLOYED AT THE COMPANY	✓	

COMMENTS

The candidate is currently employed at Nestle Kenya Limited; hence no attempt was made to contact the company to avoid jeopardizing their employment. Background check to be conducted once the candidate has resigned upon request

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