

CONFIDENTIAL BACKGROUND  
SCREENING REPORT



Candidate's Name  
Celestine Omolo

Report Status  
Final Report

SOW NO.  
4444

Position Hired  
EABL

Screening Package  
EABL STANDARD PACKAGE

Reference NO.  
EABL-  
RQ-1666182549347-2746



IDENTITY

DESCRIPTION	DETAILS VERIFIED
Candidate Names	CELESTINE AWUOR OMOLO
Identity No.	27253863
Date of Birth	10/10/1989
Gender	FEMALE

COMMENTS

The candidate is a Kenyan citizen and is of legal employment age, her identity details i.e. name, 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			
	Years	ONGOING			
	Course	MASTER OF SCIENCE			
	Specialization	PROJECT MANAGEMENT			
	Awards	N/A			

EDUCATIONCOMMENTS

Esther Lutukai, the Senior Administrator, CBD Campus, confirmed that HDE414-C004-2896/2016 Omolo Celestine Awour is a student of JKUAT(NCBD). She has completed her course work and should be working on her research project. The result slip provided is in order as per their academic records as confirmed on 25<sup>th</sup> October 2022.

DESCRIPTION		DETAILS PROVIDED	DETAILS VERIFIED	MATCH	NO MATCH
HIGHEST EDUCATION	Institution Name	UNIVERSITY OF NAIROBI	UNIVERSITY OF NAIROBI	✓	
	Years	2 DECEMBER 2011	02/December/2011	✓	
	Course	BACHELOR OF COMMERCE	BACHELOR OF COMMERCE	✓	
	Specialization	PROCUREMENT AND SUPPLY CHAIN MANAGEMENT OPTION	PROCUREMENT AND SUPPLY CHAIN (MANAGEMENT OPTION)	✓	
	Awards	SECOND CLASS HONOURS, UPPER DIVISION	SECOND CLASS HONOURS (UPPER DIVISION)	✓	

COMMENTS

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## PROFESSIONAL QUALIFICATION

DESCRIPTION	BODY	REGISTRATION DATE	MEMBERSHIP NUMBER	STATUS	CERTIFICATE
Professional Membership	CHARTERED INSTITUTE OF PROCUREMENT & SUPPLY (CIPS)	-	N/A	ACTIVE	

## COMMENTS

CIPS confirmed that Celestine Awuor Omolo is a member at member grade MCIPS. Her membership is valid until 1<sup>st</sup> January 2023.

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## EMPLOYMENT

DESCRIPTION	DETAILS PROVIDED		DETAILS VERIFIED		MATCH	NO MATCH
INTERNATIONAL LIVESTOCK RESEARCH INSTITUTE (ILRI)	Organization	INTERNATIONAL LIVESTOCK RESEARCH INSTITUTE (ILRI)	Organization	INTERNATIONAL LIVESTOCK RESEARCH INSTITUTE (ILRI)	✓	
	Years	SEPT 2018 – TO DATE	Years	SEPT 2018 – TO DATE	✓	
	Position	PROCUREMENT OFFICER	Position	PROCUREMENT OFFICER	✓	
	Reason for Leaving	CURRENTLY EMPLOYED AT THE COMPANY	Reason for Leaving	CURRENTLY EMPLOYED AT THE COMPANY	✓	

## COMMENTS

The candidate is currently employed at International Livestock Research Institute (ILRI); 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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EMPLOYMENT

DESCRIPTION	DETAILS PROVIDED		DETAILS VERIFIED		MATCH	NO MATCH
METRO LOGISTICS LIMITED	Organization	METRO LOGISTICS LIMITED	Organization	METRO LOGISTICS LIMITED	✓	
	Years	AUG 2017 – AUG 2018	Years	5 JUL 2017 - 7 SEPT 2018		✓
	Position	PROCUREMENT AND LOGISTICS OFFICER	Position	PROCUREMENT	✓	
	Reason for Leaving	NOT PROVIDED BY THE CANDIDATE	Reason for Leaving	SHE RESIGNED		✓

COMMENTS

Metro Logistics Limited.

Vivianne Nelima, the Human Resoruce Officer; confirmed that Celestine Awuor was hired as in Procurement from 5<sup>th</sup> July 2017 to 7<sup>th</sup> September 2018 on full-time basis. She then resigned formally, returned company assigned tools and did not owe the company money. Vivianne would rehire Celestine and described her as being highly reliable and Vivianne recommended her to the company.

Duties, roles and responsibilities

- ✓ Issued local purchase orders.
- ✓ Approved procurement tenders.
- ✓ Procured office utilities, spare parts and electrical needs.

Level of supervision required

- ✓ Little to low supervision.

Contributions to the organization and any outstanding achievements

- ✓ None.

Coping under work pressure and working within deadlines

- ✓ Very well.

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

- ✓ Very well.

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

- ✓ 80% - very knowledgeable.

Any promotions

- ✓ No.

Candidate’s strengths

- ✓ Great interpersonal skills.
- ✓ Good time manager/ keeper.
- ✓ Efficient and reliable in her service delivery.

Areas of improvement

- ✓ None.

Description of the candidate in relation to:

Trustworthiness	To be trusted
Dependability/ reliability	Very reliable
Taking Initiative	Responsible
Communication skills (Verbal/ written)	Great communicator
Time management	Great time keeper/ mana
Ability to make sound and timely decisions	Above average
Adaptability to change	Highly adaptable
Professionalism	Very professional

Any disciplinary cases

- ✓ No.

Any engagement in misconduct resulting in financial losses to the organization

- ✓ No.

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EMPLOYMENT

DESCRIPTION	DETAILS PROVIDED		DETAILS VERIFIED		MATCH	NO MATCH
SAMEER AFRICA LIMITED	Organization	SAMEER AFRICA LIMITED	Organization	SAMEER AFRICA LIMITED	✓	
	Years	SEPT 2012 – AUG 2017	Years	3 SEPR 2012 - 26 AUG 2017	✓	
	Position	RAW MATERIAL AND SUNDRY BUYER	Position	RAW MATERIALS SUNDRY BUYER	✓	
	Reason for Leaving	NOT PROVIDED BY THE CANDIDATE	Reason for Leaving	SHE RESIGNED		✓

COMMENTS

Sameer Africa Ltd.

Hannah Ndegwa, the HR Consultant, confirmed that Celestine Awuor was hired as a Raw Materials Sundry Buyer from 3<sup>rd</sup> September 2012 to 26<sup>th</sup> August 2017 on full-time basis. She resigned for career advancement and served a notice of one month. She returned company assigned tools and did not owe the company money. Hannah would rehire Celestine and described her as being very professional in execution of her responsibilities. They were not able to keep her despite having outgrown her position. The company was not performing well so career growth was not possible for her.

Duties, roles and responsibilities

- ✓ Initiated buying process through issuing quotations.
- ✓ Liaised with other departments for specification of requirements.
- ✓ Ensured that tender process was transparent and in line with policies.
- ✓ Competitive sourcing and monitoring re-order levels.

Level of supervision required

- ✓ Little to low supervision.

Contributions to the organization and any outstanding achievements

- ✓ Market research on trends.
- ✓ Promptness in delivery of supplies.
- ✓ Excellent customer service.

Coping under work pressure and working within deadlines

- ✓ Celestine could cope with long working hours to meet demands.
- ✓ Maintenance of suppliers’ database.

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

- ✓ Celestine was friendly and got on well with customers, supervisors and peers.

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

- ✓ She was outstanding and very dependable.
- ✓ She was able to adjust to changing demands.

Any promotions

- ✓ Yes.

Candidate’s strengths

- ✓ Celestine was dependable, resilient and had a way of ensuring that all tasks of her job were completed as per guidelines/ policy.

Areas of improvement

- ✓ She was keen to carry out competitive sourcing and was good in negotiations.
- ✓ For her role then, she had mastered the tasks.

Description of the candidate in relation to:

Trustworthiness	She was honest
Dependability/ reliability	Dependable and required no pushing
Taking Initiative	Had strong drive for initiative
Communication skills (Verbal/ written)	Professional level of communication
Time management	Good
Ability to make sound and timely decisions	Celestine was not a person who stagnated
Adaptability to change	Very open to change
Professionalism	Very professional

Any disciplinary cases

- ✓ No.

Any engagement in misconduct resulting in financial losses to the organization

- ✓ No.

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## EMPLOYEMENTTENURE

EMPLOYEMENT TENURE			
Company	Position	Period	Reason for Leaving
INTERNATIONAL LIVESTOCK RESEARCH INSTITUTE (ILRI)	PROCUREMENT OFFICER	SEPT 2018 – TO DATE	CURRENTLY EMPLOYED AT THE COMPANY
METRO LOGISTICS LIMITED	PROCUREMENT	5 JUL 2017 - 7 SEPT 2018	SHE RESIGNED
SAMEER AFRICA LIMITED	RAW MATERIALS SUNDRY BUYER	3 SEPR 2012 - 26 AUG 2017	SHE RESIGNED

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GAP IDENTIFICATIONAND ANALYSIS

Name	From	To	Comments
NO EMPLOYMENT GAP	N/A	N/A	Celestine Awuor has no employment gaps as she has been in employment from 2012 as per her resume.

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## CREDIT INFORMATIONCHECK

DESCRIPTION	COMMENTS			
Credit Report	0 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>
KENYA COMMERCIAL BANK	MOBILE BANKING LOAN	KES. 10,000	KES 0	KES 0

## COMMENTS

As of 26<sup>th</sup> October 2022, Celestine Awuor has no open loan accounts.

Celestine Awuor however, has 1 closed loan account amounting to **KES 10,000** which was fully serviced as stipulated above.

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## NATIONAL CRIMINAL DATABASE SEARCH

NAME	IDENTITY NUMBER	POLICE CLEARANCE REFERENCE NUMBER	STATUS
CELESTINE AWUOR OMOLO	27253863	-	NO REPORTED OFFENSES

### COMMENTS

Celestine Awuor Omolo of ID Number 27253863 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 28th October 2022.

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## SOCIAL MEDIA

DESCRIPTION	ADVERSE STATUS	SOCIAL MEDIA HANDLE	COMMENTS
FACEBOOK	NO ADVERSE MENTION FOUND	-	
TWITTER	NO ADVERSE MENTION FOUND	HTTPS://TWITTER.COM/ CELESTINEOMOLO	
GOOGLE SERACH	NO ADVERSE MENTION FOUND	N/A	
LINKEDIN	NO ADVERSE MENTION FOUND	HTTPS://WWW.LINKEDIN.COM/IN/CELESTINE-OMOLO-82908486/	

## **FACEBOOK Photographic Evidence**

### **FACEBOOK Comments**

Following a thorough search using names, phone number and email address, we could not find Celestine Awuor Omolo's Facebook account.



## **TWITTER Photographic Evidence**

## **TWITTER Comments**

Following a thorough search using names, phone number and email address, Celestine Awuor Omolo's Twitter account has no record of adverse information.

## **GOOGLESERACH Photographic Evidence**

### **GOOGLESERACH Comments**

Following a thorough search using names, phone number and email address, Celestine Awuor Omolo's Google search has no record of adverse information.



## **LINKEDIN Photographic Evidence**

## **LINKEDIN Comments**

Following a thorough search using names, phone number and email address, Celestine Awuor Omolo's LinkedIn profile has no record of adverse information.