

CONFIDENTIAL BACKGROUND
SCREENING REPORT



Candidate's Name	CAROLINE KIMONDO-MARIMBA
SOW NO.	4098
Screening Package	EABL STANDARD PACKAGE

Report Status	Final Report
Position Hired	EABL
Reference NO.	EABL-RQ-1658924878958-CQOD



IDENTITY

DESCRIPTION	DETAILS VERIFIED
Candidate Names	MARY CAROLINE NYAMBURA KIMONDO
Identity No.	20262838
Date of Birth	01/01/1978
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	CATHOLIC UNIVERSITY OF EASTERN AFRICA	CATHOLIC UNIVERSITY OF EASTERN AFRICA	✓	
	Years	6 OCTOBER 2000	06/October/2000	✓	
	Course	BACHELOR OF COMMERCE	BACHELOR OF COMMERCE	✓	
	Specialization	MARKETING	MARKETING	✓	
	Awards	SECOND CLASS HONORS (UPPER DIVISION)	SECOND CLASS HONOURS (UPPER DIVISION)	✓	

COMMENTS

The Office of the Academic Registrar confirmed that Caroline Nyambura Kimondo graduated with a Bachelor of Commerce (Marketing) and was awarded Second Class Honours, Upper Division during a graduation ceremony held on 6th October 2000. The certificate provided is authentic as confirmed on 1st August 2022.

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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

Mary Caroline Nyambura Kimondo has no professional memberships as per her resume.

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EMPLOYMENT

DESCRIPTION	DETAILS PROVIDED		DETAILS VERIFIED		MATCH	NO MATCH
	Organization	MAGNATE VENTURES LTD	Organization	MAGNATE VENTURES LTD	✓	
	Years	JAN 2018 - TO DATE	Years	JAN 2018 - TO DATE	✓	
MAGNATE VENTURES LTD	Position	GENERAL MANAGER – SIGNAGE & POP DIVISION	Position	GENERAL MANAGER – SIGNAGE & POP DIVISION	✓	
	Reason for Leaving	CURRENTLY EMPLOYED AT THE COMPANY	Reason for Leaving	CURRENTLY EMPLOYED AT THE COMPANY	✓	

COMMENTS

The candidate is currently employed at Magnate Ventures Ltd; 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
	Organization	BTL ADVERTISING – KAMPALA, UGANDA	Organization		✓
	Years	2007 - 2017	Years		✓
	Position	BUSINESS DEVELOPMENT DIRECTOR	Position		✓
	Reason for Leaving	NOT PROVIDED BY THE CANDIDATE	Reason for Leaving		✓

COMMENTS

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DESCRIPTION	DETAILS PROVIDED		DETAILS VERIFIED		MATCH	NO MATCH
BTL ADVERTISING	Organization	BTL ADVERTISING – KAMPALA, UGANDA	Organization	BTL ADVERTISING	✓	
	Years	2007 - 2017	Years	2 JUL 2007 - 16 DEC 2017	✓	
	Position	BUSINESS DEVELOPMENT DIRECTOR	Position	DIRECTOR - BUSINESS DEVELOPMENT	✓	
	Reason for Leaving	NOT PROVIDED BY THE CANDIDATE	Reason for Leaving	SHE GOT ANOTHER JOB		✓

COMMENTS

BTL Advertising.

Hosea Buyungo, the Managing Director, confirmed that Caroline Nyambura was hired as a Director – Business Development from 2nd July 2007 to 16th December 2017 on full-time basis. She left after getting another job, served a 1-month notice, returned company assigned tools, did not owe the company money and was not involved in fraud. Hosea would rehire Caroline and described her as being a great resource to any organization. She had the skills, drive and experience to perform at top leadership level.

Duties, roles and responsibilities

- ✓ Development and implementation of business strategy
- ✓ Provision of leadership and direction to the client service team
- ✓ Liaison with other departments to ensure flawless execution of visibility solutions
- ✓ Day to day supervision and monitoring of client requirements, including inquiries, proposals, presentations, quotations etc
- ✓ Research on global and local market trends, including attending global advertising & signage fairs, with a view to providing their clients with world class visibility solutions
- ✓ Develop and monitor business systems and processes to ensure optimal allocation of resources
- ✓ Develop and execute a costing strategy for the various company offerings
- ✓ Stakeholder management, including industry associations, local government, etc.

Level of supervision required

- ✓ Carol was self-driven & focused and therefore required minimal supervision.

Contributions to the organization and any outstanding achievements

- ✓ Played a crucial role on onboarding major clients such as MTN Uganda and Equity Bank Uganda.
- ✓ Was instrumental in developing and executing the business strategy that partially led to BTL Advertising winning the Nation Media Group / KPMG organized ‘Uganda Top 100 SME’s’ in 2009/2010.
- ✓ Reviewed, redeveloped and assisted in implementation of a streamlined business systems and policy, that led to more efficiency and cost cutting.
- ✓ Researched on and on boarded global partners/suppliers for finished visibility solutions such as signage and materials.

Coping under work pressure and working within deadlines

- ✓ Caroline was competent in handling tight deadlines under pressure.
- ✓ Examples include the rebranding of Zain Telecom to Airtel in 2007, where she provided leadership to the BTL team. This was a highly stressful project with a tight deadline.

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

- ✓ Carol was highly skilled in relating to/handling clients.
- ✓ She was good team player/leader and was a reliable and competent resource to the Managing Director.

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

- ✓ Carol was a competent and dependable worker/leader.
- ✓ She was one of the top resources in the advertising industry in terms of competence, skills set, networks and leadership.

Any promotions

- ✓ Yes; she joined BTL Advertising as a Senior Client Service Manager and eventually promoted to the position of Client Service Director.

Candidate’s strengths

- ✓ Ability to develop and implement a winning strategy
- ✓ Exceptional advertising industry knowledge
- ✓ Great at onboarding and retaining clients
- ✓ Ability to see the ‘big picture’ – from coordinating various departments, suppliers, stakeholders etc. to ensure projects were executed on time and on budget
- ✓ Ability to lead and motivate teams across departments.

Areas of improvement

- ✓ Commercial knowledge – balance sheet etc.
- ✓ Had a tendency to set very high targets/deliverables
- ✓ Could be rather impatient.

Description of the candidate in relation to:

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

Any disciplinary cases

- ✓ None.

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EMPLOYMENTTENURE

EMPLOYEMENT TENURE			
Company	Position	Period	Reason for Leaving
MAGNATE VENTURES LTD	GENERAL MANAGER – SIGNAGE & POP DIVISION	JAN 2018 - TO DATE	CURRENTLY EMPLOYED AT THE COMPANY
BTL ADVERTISING	DIRECTOR - BUSINESS DEVELOPMENT	2 JUL 2007 - 16 DEC 2017	SHE GOT ANOTHER JOB

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GAP IDENTIFICATIONAND ANALYSIS

Name	From	To	Comments
NO EMPLOYMENT GAP	-	-	Mary Caroline Nyambura Kimondo has no employment gap in her resume as she has been in employment for the past 7 years.

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CREDIT INFORMATIONCHECK

DESCRIPTION	COMMENTS			
Credit Report	2 open loan accounts 6 closed loan accounts.			
Open loan accounts				
<i>Institution</i>	Type of Loan	<i>Total Amount</i>	<i>Balance Amount</i>	<i>Amount & Days</i>
BANK	PERSONAL LOAN	KES. 3,00,000	KES 57,200	KES 0
BANK	PERSONAL LOAN	KES. 4,00,000	KES 73,600	KES 0
Closed loan accounts				
<i>Institution</i>	Type of Loan	<i>Total Amount</i>	<i>Balance Amount</i>	<i>Amount & Days</i>
BANK	PERSONAL LOAN	KES. 2,140	KES 0	KES 0
BANK	PERSONAL LOAN	KES. 4,590	KES 0	KES 0
BANK	PERSONAL LOAN	KES. 277	KES 0	KES 0
BANK	PERSONAL LOAN	KES. 509	KES 0	KES 0
BANK	PERSONAL LOAN	KES. 2,270	KES 0	KES 0
BANK	PERSONAL LOAN	KES. 3,650	KES 0	KES 0

COMMENTS

As of 2nd August 2022, Mary Caroline Nyambura Kimondo has 2 open loan accounts; all Personal Loans from the Bank with a principal amount of **KES 700,000**. She is currently servicing the loan with installment amount sum of **KES 62,432** having no worst current arrears and hence a total loan balance of **KES 130,790**.

Mary Caroline Nyambura Kimondo also has 6 closed loan accounts amounting to **KES 13,444** which were fully serviced as stipulated above.

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NATIONAL CRIMINAL DATABASE SEARCH

NAME	IDENTITY NUMBER	POLICE CLEARANCE REFERENCE NUMBER	STATUS
MARY CAROLINE NYAMBURA KIMONDO	20262838	-	NO REPORTED OFFENSES

COMMENTS

Mary Caroline Nyambura Kimondo of ID Number 20262838 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 27th July 2022.

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SOCIAL MEDIA

DESCRIPTION	ADVERSE STATUS	SOCIAL MEDIA HANDLE	COMMENTS
FACEBOOK	NO ADVERSE MENTION FOUND	-	
LINKEDIN	NO ADVERSE MENTION FOUND	HTTPS://WWW.LINKEDIN.COM/IN/CAROL-KIMONDO-MARIMBA-8051822A/	
TWITTER	NO ADVERSE MENTION FOUND	HTTPS://TWITTER.COM/ KIMONDOMARIMBA	
GOOGLE SEARCH	NO ADVERSE MENTION FOUND	N/A	

LINKEDINPhotographic Evidence

LINKEDINComments

Following a thorough search using names, phone number and email address, Mary Caroline Nyambura Kimondo's LinkedIn profile has no record of adverse information.

TWITTER Photographic Evidence

TWITTER Comments

Following a thorough search using names, phone number and email address, Mary Caroline Nyambura Kimondo's Twitter account has no record of adverse information.

GOOGLE SEARCH Photographic Evidence

GOOGLE SEARCH Comments

Following a thorough search using names, phone number and email address, Mary Caroline Nyambura Kimondo'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, we could not find Mary Caroline Nyambura Kimondo's Facebook account.