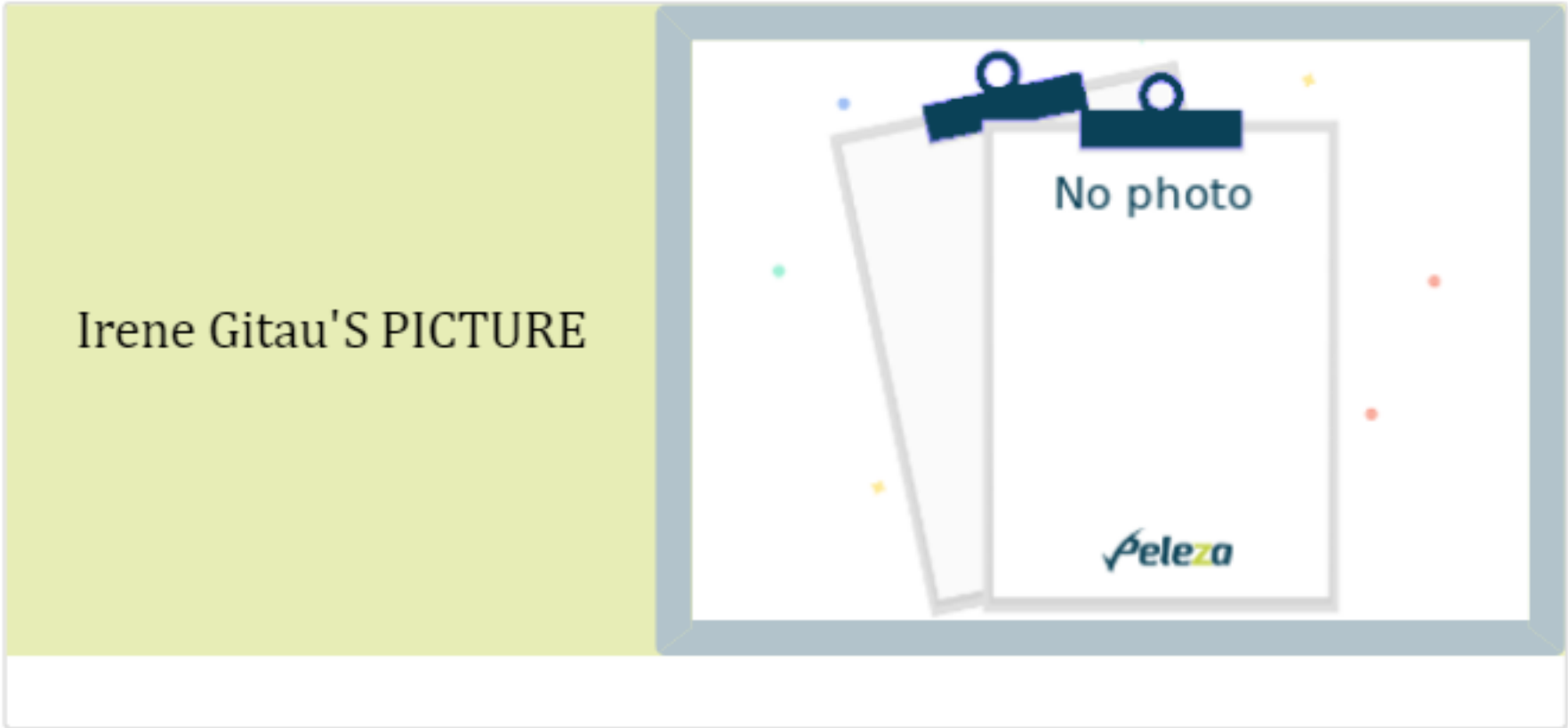


CONFIDENTIAL BACKGROUND
SCREENING REPORT



Candidate's Name	Irene Gitau
SOW NO.	4433
Screening Package	EABL STANDARD PACKAGE

Report Status	Final Report
Position Hired	EABL
Reference NO.	EABL- RQ-1664889428963-4JZS



IDENTITY

DESCRIPTION	DETAILS VERIFIED
Candidate Names	IRENE NJOKI GITAU
Identity No.	28445987
Date of Birth	10/25/1991
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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EMPLOYMENT

DESCRIPTION	DETAILS PROVIDED		DETAILS VERIFIED		MATCH	NO MATCH
	Organization	EABL/ DIAGEO	Organization	EABL/ DIAGEO	✓	
	Years	MAR 2022, JUL 2018 – FEB 2020, JUL 2017- JUNE 2018, AUG 2014 - JUN 2017	Years	MAR 2022 - TO DATE, JUN 2018 - FEB 2020, JUL 2017 - JUN 2018, AUG 2014 - JUN 2018	✓	
EABL/ DIAGEO	Position	HR ADVISOR & REWARD SPECIALIST, BENEFITS ADVISOR, HR LEAD ADVISOR, HR ADVISOR	Position	HR ADVISOR/ REWARD SPECIALIST, BENEFITS ADVISOR, HR LEAD ADVISOR, HR ADVISOR	✓	
	Reason for Leaving	CURRENTLY EMPLOYED AT THE COMPANY	Reason for Leaving	CURRENTLY EMPLOYED AT THE COMPANY	✓	

COMMENTS

EABL/ Diageo.

Nathan Mutuku, the HR Customer Experience Lead Advisor – Africa, confirmed that Irene Gitau was hired as a HR Advisor/ Reward Specialist from March 2022 to date, a Benefits Advisor from June 2018 to February 2020, a HR Lead Advisor from July 2017 to June 2018 and HR Advisor from August 2014 to June 2018.

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EMPLOYMENT

DESCRIPTION	DETAILS PROVIDED		DETAILS VERIFIED		MATCH	NO MATCH
IKONIC AGRICULTURAL MACHINERY	Organization	IKONIC AGRICULTURAL MACHINERY	Organization	IKONIC AGRICULTURAL MACHINERY	✓	
	Years	FEB 2021 - MAR 2021	Years	FEB 2021 - MAR 2021	✓	
	Position	HR CONSULTANT	Position	HR CONSULTANT	✓	
	Reason for Leaving	NOT PROVIDED BY THE CANDIDATE	Reason for Leaving	SHE LEFT TO PURSUE BUSINESS		✓

COMMENTS

Ikonik Agricultural Machinery.

Charles Kibiru, the Director, confirmed that Irene Gitau was hired as a HR Consultant from February 2021 to March 2021 on full-time basis and then they had an agreement where she continued supporting on a part time i.e. on call for their payroll processing and other HR queries. She got them a placement starting April 2022 guided the new HR. She then left to pursue business and returned company assigned tools. Charles would rehire Irene and described her as being a great person to work with and highly recommended her.

Duties, roles and responsibilities

- ✓ Set up HR processes
- ✓ Payroll streamlining and PAYE
- ✓ Managed all HR queries from employees and leave management
- ✓ Sales incentives and commissions management.

Level of supervision required

- ✓ Direct.

Contributions to the organization and any outstanding achievements

- ✓ She was instrumental in formulating H.R policies and a working structure for the company.
- ✓ Set up HR processes for the company.

Coping under work pressure and working within deadlines

- ✓ Met work deadlines and was very creative during a stressful situation she enjoyed solving problems.

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

- ✓ Good rapport with employees.

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

- ✓ Great work ethic.

Any promotions

- ✓ N/A; the position was on a consultation basis.

Candidate's strengths

- ✓ Creative.
- ✓ Problem solving skills.
- ✓ HR knowledge.

Areas of improvement

- ✓ Charles would have liked to see her add in Tax knowledge that could elevate her to greater heights as well.

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	Very good
Professionalism	Very good

Any disciplinary cases

- ✓ No.

Any engagement in misconduct resulting in financial losses to the organization

- ✓ None.

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CREDIT INFORMATIONCHECK

DESCRIPTION	COMMENTS			
Credit Report	2 open loan accounts 32 closed loan accounts.			
Open loan accounts				
Institution	Type of Loan	Total Amount	Balance Amount	Amount & Days
FULIZA M-PESA	OVERDRAFT	KES. 394	KES 394	KES 0
CO-OPERATIVE BANK OF KENYA	MOBILE BANKING LOAN	KES. 27,000	KES 27,000	KES 0
Closed loan accounts				
Institution	Type of Loan	Total Amount	Balance Amount	Amount & Days
CO-OPERATIVE BANK OF KENYA	MOBILE BANKING LOAN	KES. 21,200	KES 0	KES 0
CO-OPERATIVE BANK OF KENYA	MOBILE BANKING LOAN	KES. 17,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 1,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 1,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 1,000	KES 0	KES 0
TALA	MOBILE BANKING LOAN	KES. 3,000	KES 0	KES 0
TALA	MOBILE BANKING LOAN	KES. 3,000	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. 200	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 7,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 7,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 7,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 5,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 7,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 7,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 7,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 7,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 7,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 10,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 10,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 9,600	KES 0	KES 0
FULIZA M-PESA	OVERDRAFT	KES. 507	KES 0	KES 0
FULIZA M-PESA	OVERDRAFT	KES. 453	KES 0	KES 0
FULIZA M-PESA	OVERDRAFT	KES. 505	KES 0	KES 0
FULIZA M-PESA	OVERDRAFT	KES. 394	KES 0	KES 0
FULIZA M-PESA	OVERDRAFT	KES. 677	KES 0	KES 0
FULIZA M-PESA	OVERDRAFT	KES. 3,340	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 7,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 5,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 7,000	KES 0	KES 0

COMMENTS

As of 7th October 2022, Irene Njoki Gitau has 2 open loan accounts; a Mobile Banking Loan from Co-operative Bank of Kenya and a Fuliza M-Pesa Overdraft; with a principal amount of **KES 27,394**. She is currently servicing the loan with installment amount sum of **KES 9,394**; having worst arrears last 12 months of **62 days**, hence a total loan balance of **KES 27,394**.

Irene Njoki Gitau also has 32 closed loan accounts amounting to **KES 173,874** which were fully serviced as stipulated above.

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GAP IDENTIFICATION AND ANALYSIS

Name	From	To	Comments
EMPLOYMENT GAP 1	MAR 2021	MAR 2022	<div>Irene Gitau confirmed that between March 2021 when she left Ikonic Agricultural Machinery and March 2022 when she joined EABL, she continued to support Ikonic with HR i.e. their payroll but not in a full term capacity.</div> <div>She also ventured into business, started her own Lighting and Electricals under the name Xleum Lighting. She was running her business for that period until joining EABL in March 2022.</div>

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FACEBOOK Photographic Evidence

FACEBOOK Comments

Following a thorough search using names, phone number and email address, Irene Njoki Gitau's Facebook account has no record of adverse information.

TWITTER Photographic Evidence

TWITTER Comments

Following a thorough search using names, phone number and email address, Irene Njoki Gitau's Twitter account has no record of adverse information.

EDUCATION

DESCRIPTION		DETAILS PROVIDED	DETAILS VERIFIED	MATCH	NO MATCH
HIGHEST EDUCATION	Institution Name	CATHOLIC UNIVERSITY OF EASTERN AFRICA	CATHOLIC UNIVERSITY OF EASTERN AFRICA	✓	
	Years	4 OCTOBER 2013	04/October/2013	✓	
	Course	BACHELOR OF COMMERCE	BACHELOR OF COMMERCE	✓	
	Specialization	HUMAN RESOURCE MANAGEMENT OPTION	HUMAN RESOURCE MANAGEMENT OPTION	✓	
	Awards	SECOND CLASS HONOURS, LOWER DIVISION	SECOND CLASS HONOURS (LOWER DIVISION)	✓	

COMMENTS

The Office of the Acadmeic Registrar, confirmed that Irene Njoki Gitau graduated with a Bachelor of Commerce (Human Resource Management Option) and was awarded Second Class Honours, Upper Division during a graduation ceremony held on 4th October 2013. The certificate provided is authentic as confirmed on 12th October 2022.

DESCRIPTION		DETAILS PROVIDED	DETAILS VERIFIED	MATCH	NO MATCH
HIGHEST EDUCATION	Institution Name	CATHOLIC UNIVERSITY OF EASTERN AFRICA	CATHOLIC UNIVERSITY OF EASTERN AFRICA	✓	
	Years	7 OCTOBER 2011	07/October/2011	✓	
	Course	DIPLOMA IN BUSINESS MANAGEMENT	DIPLOMA IN BUSINESS MANAGEMENT	✓	
	Specialization	BUSINESS MANAGEMENT	BUSINESS MANAGEMENT	✓	
	Awards	PASS	PASS	✓	

COMMENTS

The Office of the Academic Registrar, confirmed that Gitau Irene Njoki graduated with a Diploma in Business Management and was awarded a Pass during a graduation ceremony held on 7th October 2011. The certificate provided is authentic as confirmed on 13th October 2022.

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PROFESSIONAL QUALIFICATION

DESCRIPTION	BODY	REGISTRATION DATE	MEMBERSHIP NUMBER	STATUS	CERTIFICATE
Professional Membership	INSTITUTE OF HUMAN RESOURCE MANAGEMENT (IHRM)	31 MAY 2018	08829	ACTIVE	

COMMENTS

Catherine Baraza, the Membership Registration Officer, confirmed that Irene Njoki Gitau, member No. 08829 is an Associate Member but is **not in good standing**.

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SOCIAL MEDIA

DESCRIPTION	ADVERSE STATUS	SOCIAL MEDIA HANDLE
TWITTER	NO ADVERSE MENTION FOUND	HTTPS://TWITTER.COM/ RENEE_GITAU
FACEBOOK	NO ADVERSE MENTION FOUND	HTTPS://WWW.FACEBOOK.COM/RENEE.GITAU?D=%7B%22U%22%3A100084900161378%2C%22F%22%3A20779925924538
LINKEDIN	NO ADVERSE MENTION FOUND	HTTPS://WWW.LINKEDIN.COM/IN/NJOKIGITAU/
GOOGLE SEARCH	NO ADVERSE MENTION FOUND	N/A

NATIONAL CRIMINAL DATABASE SEARCH

NAME	IDENTITY NUMBER	POLICE CLEARANCE REFERENCE NUMBER	STATUS
IRENE NJOKI GITAU	28445987	-	NO REPORTED OFFENSES

COMMENTS

Irene Njoki Gitau of ID Number 28445987 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 6th October 2022.

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EMPLOYEMENTTENURE

EMPLOYEMENT TENURE			
Company	Position	Period	Reason for Leaving
EABL/ DIAGEO	HR ADVISOR/ REWARD SPECIALIST, BENEFITS ADVISOR, HR LEAD ADVISOR, HR ADVISOR	MAR 2022 - TO DATE, JUN 2018 - FEB 2020, JUL 2017 - JUN 2018, AUG 2014 - JUN 2018	CURRENTLY EMPLOYED AT THE COMPANY
IKONIC AGRICULTURAL MACHINERY	HR CONSULTANT	FEB 2021 - MAR 2021	SHE LEFT TO PURSUE BUSINESS
DELOITTE	ACCOUNTS ASSISTANT, TAX & LEGAL DEPARTMENT - BUSIESS PROCESS SOLUTIONS	1 MAR 2020 - 31 JAN 2021	SHE RESIGNED

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EMPLOYMENT

DESCRIPTION	DETAILS PROVIDED		DETAILS VERIFIED		MATCH	NO MATCH
DELOITTE	Organization	DELOITTE	Organization	DELOITTE	✓	
	Years	MAR 2020 – JAN 2021	Years	1 MAR 2020 - 31 JAN 2021	✓	
	Position	ASSOCIATE-PAYROLL, TAX AND ESOP	Position	ACCOUNTS ASSISTANT, TAX & LEGAL DEPARTMENT - BUSIESS PROCESS SOLUTIONS	✓	
	Reason for Leaving	NOT PROVIDED BY THE CANDIDATE	Reason for Leaving	SHE RESIGNED		✓

COMMENTS

Deloitte.

Victoria Mwaura, the HR Associate, confirmed that Irene Gitau was employed from 1st March 2020 to 31st January 2021 when she resigned. At the time of leaving, she held the position of Accounts Assistant, Tax & Legal Department – Business Process Solutions.

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GOOGLE SEARCH Photographic Evidence

GOOGLE SEARCH Comments

Following a thorough search using names, phone number and email address, Irene Njoki Gitau's Google search has no record of adverse information.

LINKEDINPhotographic Evidence

LINKEDINComments

Following a thorough search using names, phone number and email address, Irene Njoki Gitau's LinkedIn profile has no record of adverse information.