

CONFIDENTIAL BACKGROUND  
SCREENING REPORT



Candidate's Name	DOUGLAS MACHARIA
SOW NO.	3099
Screening Package	EABL STANDARD PACKAGE

Report Status	Final Report
Position Hired	EABL
Reference NO.	EABL-RQ-1632394966472-AI5T



IDENTITY

DESCRIPTION	DETAILS VERIFIED
Names	MACHARIA DOUGLAS NJOROGÉ
ID No.	25127861
Date of Birth	10/2/1987 12:00:00 AM
Gender	MALE

COMMENTS

The candidate is a Kenyan citizen and is of legal employment age, his 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	MATCH	NO MATCH
	Institution Name	KENYATTA UNIVERSITY	KENYATTA UNIVERSITY	✓	
	Years	26 JULY 2019	26/July/2019	✓	
HIGHEST EDUCATION	Course	BACHELOR OF COMMERCE	BACHELOR OF COMMERCE	✓	
	Specialization	FINANCE	FINANCE	✓	
	Awards	SECOND CLASS HONOURS (LOWER DIVISION)	SECOND CLASS HONOURS (LOWER DIVISION)	✓	

COMMENTS

Judith Mwango from Graduation and certificates Office confirmed that Douglas Njoroge Macharia graduated from Kenyatta University on the 26<sup>th</sup> day of July, 2019 with a Bachelor of Commerce (Finance Option).  
  
The certificate presented by the candidate was confirmed to be authentic

DESCRIPTION		DETAILS PROVIDED	DETAILS VERIFIED	MATCH	NO MATCH
	Institution Name	THE KENYA INSTITUTE OF MANAGEMENT	KENYA INSTITUTE OF MANAGEMENT	✓	
	Years	18 SEPTEMBER 2008	18/September/2008	✓	
HIGHEST EDUCATION	Course	DIPLOMA IN BUSINESS MANAGEMENT	DIPLOMA IN BUSINESS MANAGEMENT	✓	
	Specialization	BUSINESS MANAGEMENT	BUSINESS MANAGEMENT	✓	
	Awards	N/A	N/A	✓	

COMMENTS

The Examinations Office confirmed that Douglas Njoroge Macharia of student admission number DBM/TKA/355 graduated with a Diploma in Business Management during a graduation ceremony that was held on 18<sup>th</sup> September 2008. The certificate number 28653 was confirmed to be authentic

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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

Douglas Njoroge Macharia appears not to have a professional membership as per his resume

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## EMPLOYMENT

DESCRIPTION	DETAILS PROVIDED		DETAILS VERIFIED		
EAST AFRICA BREWERIES LIMITED	Organization	EAST AFRICA BREWERIES LIMITED	Organization	EAST AFRICA BREWERIES LIMITED	✓
	Years	OCT 2016 - TO DATE	Years	OCT 2016 - TO DATE	✓
	Position	DATA ANALYST/CUSTOMER LOGISTICS CORRDINATOR/COMMERCIAL PERFORMANCE ANALYST	Position	DATA ANALYST/CUSTOMER LOGISTICS CORRDINATOR/COMMERCIAL PERFORMANCE ANALYST	✓
	Reason for Leaving	CURRENTLY EMPLOYED AT THE COMPANY	Reason for Leaving	CURRENTLY EMPLOYED AT THE COMPANY	✓

## COMMENTS

### East Africa Breweries Limited (EABL)

The candidate is currently working at East Africa Breweries Limited (EABL)hence background check was not conducted to avoid jeopardizing the candidate’s current employment. Background checks to be conducted upon request once candidate has resigned.

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EMPLOYMENT

DESCRIPTION	DETAILS PROVIDED		DETAILS VERIFIED		MATCH	NO MATCH
FARGO COURIER LIMITED	Organization	FARGO COURIER LIMITED	Organization	FARGO COURIER LIMITED	✓	
	Years	DEC 2012 - SEP 2016	Years	3RD OCT 2016 - 6TH MAY 2021		✓
	Position	COURIER ESCORT	Position	COURIER ESCORT	✓	
	Reason for Leaving	NOT PROVIDED BY THE CANDIDATE	Reason for Leaving	RESIGNATION		✓

COMMENTS

Fargo Courier Limited

Abigael Wangare, Branch Manager confirmed that Douglas Macharia worked as a Courier Escort from 3rd October 2016 to 6<sup>th</sup> May 2021 when he tendered his resignation. He left the organization in procedure with labour laws and gave a three months’ notice which was in compliance with HR guidelines. She further confirmed that Douglas possessed skills and qualities that he realized had nit been utilized and thus he sort to move to another organization that could tap and utilize his skills adequately

Douglas returned all the company assets and he was cleared

Abigael would recommend Douglas for any growth in his career path as he was capable of realizing organization set vision and mission, his qualities made him an outstanding candidate for any role offered. She added that Douglas possessed qualities and his academic background were key to success in any organization

Duties and Responsibilities

- ✓ Responsible of ensuring compliance with the set guidelines in relations to courier process.
- ✓ He was in charge of frightmare dovetail duties ensuring IT systems are compatible with all users
- ✓ He was responsible of ensuring safety and security of customer parcels
- ✓ Was charged with responsibility of ware house stock inn and out for Safaricom, Gsm, and Mkopa
- ✓ He managed to increase sales through marketing strategies that led to increase in revenue by 75%
- ✓ His customer service skills with interpersonal skills were key in managing his workmates

Level of supervision

- ✓ Njoroge Macharia did not require supervision once guided on his roles and responsibilities, and assign him duties he was on top of things to ensure execution.

Candidate’s strength

- ✓ His ability to form a team that had clear goals towards achieving organizational goals and set objectives

Candidate’s area of improvement

- ✓ Multitasking and time management although his positive attitude towards listening to correction made was outstanding

Any disciplinary cases

- ✓ He demonstrated good attributes thus he never had issued that would subject him to disciplinary process

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## EMPLOYMENT TENURE

EMPLOYEMENT TENURE			
Company	Position	Period	Reason for Leaving
EAST AFRICA BREWERIES LIMITED	DATA ANALYST/CUSTOMER LOGISTICS CORR DINATOR/COMMERCIAL PERFORMANCE ANALYST	OCT 2016 - TO DATE	CURRENTLY EMPLOYED AT THE COMPANY
FARGO COURIER LIMITED	COURIER ESCORT	3RD OCT 2016 - 6TH MAY 2021	RESIGNATION

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## GAP IDENTIFICATION AND ANALYSIS

Name	From	To	Comments
NO EMPLOYMENT GAP	N/A	N/A	Douglas Njoroge Macharia has no employment gap as he has been in employment since 2012 to date

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CREDIT INFORMATION CHECK

DESCRIPTION	COMMENTS			
Credit Report	1 open loan accounts 11 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>
MSHWARI	MOBILE BANKING LOAN	KES. 1,500	KES 1,610	KES 0
CO-OPERATIVE BANK OF KENYA LIMITED	MOBILE BANKING LOAN	KES. 10,000	KES 10,000	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 1,000	KES 1,080	KES 0
Closed loan accounts				
<i>Institution</i>	Type of Loan	<i>Total Amount</i>	<i>Balance Amount</i>	<i>Amount &amp; Days</i>
CO-OPERATIVE BANK OF KENYA LIMITED	PERSONAL LOANS	KES. 9,000	KES 0	KES 0
KENYA COMMERCIAL BANK LIMITED	MOBILE BANKING LOAN	KES. 1,500	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 200	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 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. 1,000	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

COMMENTS

As of 29<sup>th</sup> September 2021, Douglas Macharia has 1 open Mobile Banking loan from Mshwari with a principal amount of **KES 1,500**. He is currently servicing the loan with installment amount sum of **KES 1,613** and worst arrears last 12 months of **2 Days** hence a total loan balance of **KES 1,613**.

Douglas Macharia also has 11 closed loan accounts amounting to **KES 29,100** which he serviced apart from 2 Mobile Banking loan accounts from Co-operative Bank of Kenya Limited and Mshwari which were closed but with a balance of **KES 11,075** as stipulated above.

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## NATIONAL CRIMINAL DATABASE SEARCH

NAME	IDENTITY NUMBER	POLICE CLEARANCE REFERENCE NUMBER	STATUS
DOUGLAS NJOROG MACHARIA	25127861	-	NO REPORTED OFFENSES

### COMMENTS

Douglas Njoroge Macharia of Identity Number 25127861 has been searched in the Criminal Records Office database and has no known criminal record or results of Trial as confirmed by the Directorate of Criminal Investigations on 28th September 2021

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## SOCIAL MEDIA

DESCRIPTION	ADVERSE STATUS	SOCIAL MEDIA HANDLE	COMMENTS
FACEBOOK	NO ADVERSE MENTION FOUND	N/A	
TWITTER	NO ADVERSE MENTION FOUND	N/A	
LINKEDIN PROFILE	NO ADVERSE MENTION FOUND	HTTPS://WWW.LINKEDIN.COM/IN/DOUGLAS-MACHARIA-A0B847135/?ORIGINALSUBDOMAIN=KE	
GOOGLE SEARCH	NO ADVERSE MENTION FOUND	N/A	



## **LINKEDIN PROFILE Photographic Evidence**

### **LINKEDIN PROFILE Comments**

Following a thorough search using names, phone number and email address, Douglas Macharia'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, Douglas Njoroge Macharia'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, Douglas Njoroge Macharia appears not to have a Facebook account.



## **TWITTER Photographic Evidence**

### **TWITTER Comments**

Following a thorough search using names, phone number and email address, Douglas Njoroge Macharia appears not to have a Twitter account.