

CONFIDENTIAL BACKGROUND
SCREENING REPORT



| | |
|-------------------|-----------------------|
| Candidate's Name | Grace Githuthu |
| SOW NO. | 3530 |
| Screening Package | EABL STANDARD PACKAGE |

| | |
|----------------|--------------------------------|
| Report Status | Final Report |
| Position Hired | EABL |
| Reference NO. | EABL- RQ-1641457716088-303Y |



IDENTITY

| DESCRIPTION | DETAILS VERIFIED |
|-----------------|------------------------|
| Candidate Names | GITHUTHU GRACE WAIRIMU |
| Identity No. | 26473166 |
| Date of Birth | 01/18/1989 |
| Gender | FEMALE |

COMMENTS

The candidate is a Kenyan citizen and is of legal employment age, her 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 | UNIVERSITY OF NAIROBI | UNIVERSITY OF NAIROBI | ✓ | |
| | Years | 7 DECEMBER 2012 | 07/December/2012 | ✓ | |
| HIGHEST EDUCATION | Course | BACHELOR OF ARTS | BACHELOR OF ARTS | ✓ | |
| | Specialization | ARTS | ARTS | ✓ | |
| | Awards | SECOND CLASS HONOURS (UPPER DIVISION) | SECOND CLASS HONOURS (UPPER DIVISION) | ✓ | |

COMMENTS

The Examination Office confirmed that Githuthu Grace Wairimu graduated from the Faculty of Arts with a Bachelor of Arts, Second Class Honours (Upper Division) during the 48th Congregation held on 7th December 2012

| DESCRIPTION | | DETAILS PROVIDED | DETAILS VERIFIED | MATCH | NO MATCH |
|-------------------|------------------|-----------------------------|-----------------------------|-------|----------|
| | Institution Name | UNIVERSITY OF NAIROBI | UNIVERSITY OF NAIROBI | ✓ | |
| | Years | 18 SEPTEMBER 2009 | 18/September/2009 | ✓ | |
| HIGHEST EDUCATION | Course | DIPLOMA IN PUBLIC RELATIONS | DIPLOMA IN PUBLIC RELATIONS | ✓ | |
| | Specialization | PUBLIC RELATIONS | PUBLIC RELATIONS | ✓ | |
| | Awards | CREDIT | CREDIT | ✓ | |

COMMENTS

The Examinations Office confirmed that Grace Wairimu Githuthu graduated with a Diploma in Public Relations and was awarded a Credit during the 41st congregation held on 18th September 2009.

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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

Grace Wairimu Githuthu appears not to have a professional membership as per her resume

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EMPLOYMENT

| DESCRIPTION | DETAILS PROVIDED | | DETAILS VERIFIED | | MATCH | NO MATCH |
|-------------------------|--------------------|-----------------------------------|--------------------|-----------------------------------|-------|----------|
| TRACOM SERVICES LIMITED | Organization | TRACOM SERVICES LIMITED | Organization | TRACOM SERVICES LIMITED | ✓ | |
| | Years | AUG 2018 - TO DATE | Years | AUG 2018 - TO DATE | ✓ | |
| | Position | HEAD OF E-COMMERCE & SERVICES | Position | HEAD OF E-COMMERCE & SERVICES | ✓ | |
| | Reason for Leaving | CURRENTLY EMPLOYED AT THE COMPANY | Reason for Leaving | CURRENTLY EMPLOYED AT THE COMPANY | ✓ | |

COMMENTS

Tracom Services Limited

The candidate is currently working at Tracom Services Limited 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 |
|----------------|--------------------|-------------------------------|--------------------|-------------------------------|-------|----------|
| | Organization | JUMIA TANZANIA | Organization | JUMIA TANZANIA | ✓ | |
| | Years | AUG 2017 - JUL 2018 | Years | 21ST AUG 2017 - 18TH JUL 2018 | ✓ | |
| JUMIA TANZANIA | Position | HEAD OF COMMERCIAL TEAM | Position | KEY ACCOUNTS MANAGER | | ✓ |
| | Reason for Leaving | NOT PROVIDED BY THE CANDIDATE | Reason for Leaving | RESIGNATION | | ✓ |

COMMENTS

Jumia Tanzania

Poonam Divecha, HR Manager confirmed that Grace Wairimu worked as the Key Accounts Manager on a full-time basis from 21st August 2017 to 18th July 2018 when she resigned for better prospects

Grace returned the company laptop and ID Card. She did not have any incidence of fraud or any misconduct involving financial losses

Poonam would recommend Grace for rehire noting that she was a great asset for any company

Duties, roles & responsibilities

- ✓ Key Accounts Manager was a function within their Seller Management team, but required close interaction with Customer Service, Content and Marketing Management teams as well.
- ✓ Worked with sellers to manage their online store (fashion, electronics, mobile accessories, jewelry etc.
- ✓ Provided face-to-face training to sellers to explain how to work on their website
- ✓ Reported to Head of Sales and worked towards targets provided
- ✓ Continually sought opportunities to grow orders and increase the quality of their seller base

Level of supervision

- ✓ She was leading the Seller Managers team after joining them in few weeks. She reported directly to CCO (Chief Commercial Officer) and to the Country Manager

Candidate’s contribution to the organization or any outstanding achievements

- ✓ She was a team player and had acquired a lot of sellers to use Jumia platform for their business sell. E.g. Samsung mobile phones, Tecno phones, electronic gadgets like fridges, microwaves and TVs
- ✓ The targets assigned to her and the team she managed were always achieved on time.

Candidate’s response to stressful situation & working within deadlines

- ✓ She was a very calm and matured person while doing her professional work. She came up with her experience in Kenyan market to implement in Tanzania and saw how to get the new prospects for the business.

How the candidate related with others (Customers, co-workers and supervisors)

- ✓ **Customers:** Loved prompt customer service feedback
- ✓ **Co-workers:** Team player and always smiling to the team spirit high
- ✓ **Supervisors:** They all found her very cooperative. She spoke her mind, had new ideas and how to go about them.

Candidate’s overall performance and job knowledge compared to others in the job

- ✓ She was an achiever in her team. Poonam would rate her at 9/10

Any Promotions

- ✓ She joined as Key Accounts Manager but within a couple of months, she was leading the sellers team.

Candidate’s strengths

- ✓ She would not rest until her assignments were completed and delivered on time.
- ✓ Her team spirit to get things done and guide her team to complete the tasks.

Candidate’s areas of improvement

- ✓ Grace was a suitable candidate for any company as she had a lot of experience as well as achievements. She was very soft spoken; Poonam suggested that se be a bit authoritative to get her voice heard across. She was perfect in her job

Any disciplinary cases

- ✓ No

Any misconduct involving financial losses to the organization

- ✓ No

Description of the candidate in relation to;

| | |
|--|-------|
| Trustworthiness | 10/10 |
| Dependability/ reliability | 10/10 |
| Taking Initiative | 9/10 |
| Communication skills (Verbal/ written) | 9/10 |
| Time management | 9/10 |
| Ability to make sound and timely decisions | 9/10 |
| Adaptability to change | 10/10 |
| Professionalism | 10/10 |

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EMPLOYMENT

| DESCRIPTION | DETAILS PROVIDED | | DETAILS VERIFIED | | MATCH | NO MATCH |
|--------------|--------------------|-------------------------------|--------------------|------------------------------|-------|----------|
| | Organization | JUMIA MARKET | Organization | JUMIA MARKET | ✓ | |
| | Years | APR 2017 - JUL 2017 | Years | 5TH JAN 2015 - 31ST AUG 2017 | | ✓ |
| JUMIA MARKET | Position | HEAD OF SELLERS | Position | NOT PROVIDED BY THE EMPLOYER | | ✓ |
| | Reason for Leaving | NOT PROVIDED BY THE CANDIDATE | Reason for Leaving | REDUNDANCY | | ✓ |

COMMENTS

Jumia Market

Josephine Mangoli, Human Resource confirmed that according to their records, Grace Wairimu Githuthu of employee number KAY030 and ID Number 26473166 worked from 5th January 2015 to 31st August 2017 when she left due to redundancy

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EMPLOYEMENTTENURE

| EMPLOYEMENT TENURE | | | |
|-------------------------|-------------------------------|-------------------------------|-----------------------------------|
| Company | Position | Period | Reason for Leaving |
| TRACOM SERVICES LIMITED | HEAD OF E-COMMERCE & SERVICES | AUG 2018 - TO DATE | CURRENTLY EMPLOYED AT THE COMPANY |
| JUMIA TANZANIA | KEY ACCOUNTS MANAGER | 21ST AUG 2017 - 18TH JUL 2018 | RESIGNATION |
| JUMIA MARKET | NOT PROVIDED BY THE EMPLOYER | 5TH JAN 2015 - 31ST AUG 2017 | REDUNDANCY |

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GAP IDENTIFICATIONAND ANALYSIS

| Name | From | To | Comments |
|-------------------|------|-----|---|
| NO EMPLOYMENT GAP | N/A | N/A | Grace Wairimu does not have any employment gaps. She has been employed for the past 7 years as per her resume |

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CREDIT INFORMATIONCHECK

| DESCRIPTION | COMMENTS | | | |
|----------------------|---|---------------------|-----------------------|--------------------------|
| Credit Report | 1 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 & Days</i> |
| Closed loan accounts | | | | |
| <i>Institution</i> | Type of Loan | <i>Total Amount</i> | <i>Balance Amount</i> | <i>Amount & Days</i> |
| N/A | N/A | KES. 0 | KES 0 | KES 0 |
| N/A | N/A | KES. 0 | KES 0 | KES 0 |

COMMENTS

As of 6th January 2022, Grace Wairimu Githuthu does not have an open or a closed loan account as stipulated above

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NATIONAL CRIMINAL DATABASE SEARCH

| NAME | IDENTITY NUMBER | POLICE CLEARANCE REFERENCE NUMBER | STATUS |
|------------------------|-----------------|-----------------------------------|----------------------|
| GRACE WAIRIMU GITHUTHU | 26473166 | | NO REPORTED OFFENSES |

COMMENTS

Grace Wairimu Githuthu of Identity Number 26473166 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 7th January 2022

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SOCIAL MEDIA

| DESCRIPTION | ADVERSE STATUS | SOCIAL MEDIA HANDLE | COMMENTS |
|------------------|--------------------------|--|----------|
| FACEBOOK ACCOUNT | NO ADVERSE MENTION FOUND | N/A | |
| TWITTER ACCOUNT | NO ADVERSE MENTION FOUND | N/A | |
| LINKEDIN PROFILE | NO ADVERSE MENTION FOUND | HTTPS://WWW.LINKEDIN.COM/IN/GRACE-W-GITHUTHU-80273521/ | |
| GOOGLE SEARCH | NO ADVERSE MENTION FOUND | N/A | |

LINKEDINPROFILE Photographic Evidence

LINKEDINPROFILE Comments

Following a thorough search using names, phone number and email address, Grace W. Githuthu'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, Grace Wairimu Githuthu's Google has no record of adverse information.

FACEBOOKACCOUNT Photographic Evidence

FACEBOOKACCOUNT Comments

Following a thorough search using names, phone number and email address, Grace Wairimu Githuthu appears not to have a Facebook account

TWITTERACCOUNT Photographic Evidence

TWITTERACCOUNT Comments

Following a thorough search using names, phone number and email address, Grace Wairimu Githuthu appears not to have a Twitter account