

CONFIDENTIAL BACKGROUND
SCREENING REPORT



Candidate's Name	Lilian Ndirangu
SOW NO.	3516
Screening Package	EABL STANDARD PACKAGE

Report Status	Final Report
Position Hired	EABL
Reference NO.	EABL-RQ-1640074668237-RYD6



IDENTITY

DESCRIPTION	DETAILS VERIFIED
Names	NDIRANGU LILIAN WANJIRU
ID No.	27858103
Date of Birth	06/21/1990
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
HIGHEST EDUCATION	Institution Name	UNIVERSITY OF NAIROBI	UNIVERSITY OF NAIROBI	✓	
	Years	4 DECEMBER 2015	04/December/2015	✓	
	Course	BACHELOR OF ARTS	BACHELOR OF ARTS	✓	
	Specialization	JOURNALISM AND MEDIA STUDIES (BROADCAST JOURNALISM)	JOURNALISM AND MEDIA STUDIES (BROADCAST JOURNALISM)	✓	
	Awards	SECOND CLASS HONOURS (LOWER DIVISION)	SECOND CLASS HONOURS (LOWER DIVISION)	✓	

COMMENTS

The Examinations Office confirmed that Ndirangu Lilian Wanjiru graduated from the School of Journalism and Mass Communication with a Bachelor of Arts in Journalism and Media Studies (Broadcast Journalism), Second Class Honours (Lower Division) during the 54th congregation held on 4th December 2015

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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

Lilian Wanjiru Ndirangu appears not to have a professional membership as per her resume

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EMPLOYMENT

DESCRIPTION	DETAILS PROVIDED		DETAILS VERIFIED		MATCH	NO MATCH
PHD MEDIA	Organization	PHD MEDIA	Organization	PHD MEDIA	✓	
	Years	SEP 2020 - TO DATE	Years	SEP 2020 - TO DATE	✓	
	Position	STRATEGIC LEAD	Position	STRATEGIC LEAD	✓	
	Reason for Leaving	CURRENTLY EMPLOYED AT THE COMPANY	Reason for Leaving	CURRENTLY EMPLOYED AT THE COMPANY	✓	

COMMENTS

PHD Media

The candidate is currently working at PHD Media 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
SARACEN PHD	Organization	SARACEN PHD	Organization	SARACEN PHD	✓	
	Years	MAY 2016 - AUG 2020	Years	3RD MAY 2016 - 31ST AUG 2020	✓	
	Position	MEDIA MANAGER/ASSOCIATE MEDIA DIRECTOR	Position	DEPUTY MEDIA DIRECTOR	✓	
	Reason for Leaving	NOT PROVIDED BY THE CANDIDATE	Reason for Leaving	SHE WAS OFFERED AN OPPORTUNITY BY PHD SOUTH AFRICA		✓

COMMENTS

Saracen PHD

Fredah M. Akinyi, HR Manager confirmed that Lilian Ndirangu worked as a Deputy Media Director on a full-time basis from 3rd May 2016 to 31st August 2020 when PHD South Africa offered her a job opportunity and with them being a sister company she did not need to serve notice with Saracen PHD.

Lilian returned the company assigned work tools and she did not have any incidence of fraud or any misconduct involving financial losses

Fredah would recommend Lilian for rehire noting that she had always had a good attitude and remained real to who she is

Duties, roles and responsibilities

Fredah stated that the Media Manager was Responsible for: The effective media management, on a portfolio of accounts, which encompasses strategic media planning, implementation planning, negotiations, buying, administration and budget control. Manage team's output quality, time management and account profitability. Keep team members and Clients abreast of media developments. Transfer skills to team members. Provide support in new business drives.

Deputy Media Director was Responsible for: Assisting the Media Director in delivering effective and efficient media management, on a portfolio of accounts. Key roles were:

- ✓ Crafting and presenting well thought out and rigorous media strategies
- ✓ Act as the lead in media negotiations on behalf of client and the agency
- ✓ Managing the media planning, buying, administration of client accounts.
- ✓ Managing the media team's output quality, time management and account profitability.
- ✓ Keeping team members and Clients abreast of media developments
- ✓ Work in tandem with the Managing Director in new business development and crafting the unit's annual business plan

Level of supervision

- ✓ Level of direct supervision – Media Executive, Media Planners, Media Manager Indirect Supervision – Digital team

Candidate's contribution to the organization or any outstanding achievements

- ✓ Helped to Structure the PHD department,
- ✓ Worked on major pitches

Candidate's response to stressful situation & working within deadlines

- ✓ **Working within Deadlines** - Lilian was able to work within the deadline's organization and clients; and if there was a chance that the team was not going to deliver in a timely manner. She always communicates to relevant parties to alert them of any impending delay.
- ✓ **Responding to stressful situations** – Fredah noted that it is normal for people to have good days and bad days; they had certain times where they could handle a stressful situation well and at other times, they were unable to do so and had a balance of both. Most of the times she managed well and then when the stressful caught up to her, she could speak with her direct supervisor about it or even seek guidance from the HR office. Working in an advertising agency was extremely stressful and demanding so they did not expect perfection.

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

- ✓ She related very well with her customers
- ✓ She related well with her supervisors, any areas of improvement they suggested she always worked on them
- ✓ She related well with her co-workers

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

- ✓ Lilian's overall work performance would be rated at met expectations & exceeded expectations; she was ready to be corrected if necessary and she always sought to enhance her job knowledge which meant that she had always sought the learning forum to get her sharpening her abilities. In the role she had she would not have gotten there unless she had been improving her knowledge and skills.

Any Promotions

- ✓ She started out as a Media Manager and was later promoted to Deputy Media Director.

Candidate's strengths

- ✓ Disciplined,
- ✓ Dedicated,
- ✓ Determined,
- ✓ Trustworthy,
- ✓ Action oriented

Candidate's areas of improvement

- ✓ **Patience** – Lilian could get easily impatient with herself and others
- ✓ **Sensitive at times** – Sometimes she put too much pressure on herself and sometimes she got hurt when given feedback she was not expecting.
- ✓ **Perfectionism/Taking on too much** – This was a strength and would be an area of improvement because being a perfectionist she would end up putting a lot of pressure on the people she was supervising. With that happening she would end up taking on too much

Any disciplinary cases

- ✓ None

Any misconduct involving financial losses to the organization

- ✓ None

Description of the candidate in relation to;

Trustworthiness	They never experienced any incidence where had to question this
Dependability/ reliability	She was always reliable if a task needed to be handled her supervisors would trust her to do it
Taking Initiative	She took initiative where necessary.
Communication skills (Verbal/ written)	Was always Excellent
Time management	Was always Excellent
Ability to make sound and timely decisions	She was always able to make sound and timely decisions. If she needed any more clarification was not one to shy away from asking.
Adaptability to change	Open minded and willing to change
Professionalism	Always professional

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EMPLOYMENT

DESCRIPTION	DETAILS PROVIDED		DETAILS VERIFIED		MATCH	NO MATCH
WPP SCANGROUP	Organization	WPP SCANGROUP	Organization	WPP SCANGROUP	✓	
	Years	APR 2013 - APR 2016	Years	25TH JUN 2013 - 12TH MAY 2016		✓
	Position	TRAINEE MEDIA PLANNER/MEDIA PLANNER	Position	MEDIA PLANNER	✓	
	Reason for Leaving	NOT PROVIDED BY THE CANDIDATE	Reason for Leaving	RESIGNATION		✓

COMMENTS

WPP Scangroup

Anne Muguna, HR Assistant confirmed that Lilian Ndirangu worked as a Media Planner from 25th June 2013 to 12th May 2016 when she resigned

Lilian had no disciplinary cases

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EMPLOYEMENT TENURE

EMPLOYEMENT TENURE			
Company	Position	Period	Reason for Leaving
PHD MEDIA	STRATEGIC LEAD	SEP 2020 - TO DATE	CURRENTLY EMPLOYED AT THE COMPANY
SARACEN PHD	DEPUTY MEDIA DIRECTOR	3RD MAY 2016 - 31ST AUG 2020	SHE WAS OFFERED AN OPPORTUNITY BY PHD SOUTH AFRICA
WPP SCANGROUP	MEDIA PLANNER	25TH JUN 2013 - 12TH MAY 2016	RESIGNATION

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GAP IDENTIFICATION AND ANALYSIS

Name	From	To	Comments
NO EMPLOYMENT GAP	N/A	N/A	Lilian Ndirangu does not have any employment gaps. She has been employed for the past 7 years

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CREDIT INFORMATION CHECK

DESCRIPTION	COMMENTS			
Credit Report	4 open loan accounts 34 closed loan accounts.			
Open loan accounts				
Institution	Type of Loan	Total Amount	Balance Amount	Amount & Days
MSHWARI	MOBILE BANKING LOAN	KES. 18,000	KES 19,400	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 18,000	KES 19,400	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 20,000	KES 21,500	KES 0
Closed loan accounts				
Institution	Type of Loan	Total Amount	Balance Amount	Amount & Days
STANBIC BANK LIMITED	CREDIT CARD	KES. 1,50,000	KES 0	KES 0
KENYA COMMERCIAL BANK LIMITED	MOBILE BANKING LOAN	KES. 15,000	KES 0	KES 0
KENYA COMMERCIAL BANK LIMITED	MOBILE BANKING LOAN	KES. 17,000	KES 0	KES 0
KENYA COMMERCIAL BANK LIMITED	MOBILE BANKING LOAN	KES. 20,000	KES 0	KES 0
KENYA COMMERCIAL BANK LIMITED	MOBILE BANKING LOAN	KES. 24,000	KES 0	KES 0
KENYA COMMERCIAL BANK LIMITED	MOBILE BANKING LOAN	KES. 24,000	KES 0	KES 0
KENYA COMMERCIAL BANK LIMITED	MOBILE BANKING LOAN	KES. 24,000	KES 0	KES 0
KENYA COMMERCIAL BANK LIMITED	MOBILE BANKING LOAN	KES. 24,000	KES 0	KES 0
KENYA COMMERCIAL BANK LIMITED	MOBILE BANKING LOAN	KES. 24,000	KES 0	KES 0
KENYA COMMERCIAL BANK LIMITED	MOBILE BANKING LOAN	KES. 5,000	KES 0	KES 0
KENYA COMMERCIAL BANK LIMITED	MOBILE BANKING LOAN	KES. 24,000	KES 0	KES 0
KENYA COMMERCIAL BANK LIMITED	MOBILE BANKING LOAN	KES. 5,000	KES 0	KES 0
KENYA COMMERCIAL BANK LIMITED	MOBILE BANKING LOAN	KES. 24,000	KES 0	KES 0
KENYA COMMERCIAL BANK LIMITED	MOBILE BANKING LOAN	KES. 10,000	KES 0	KES 0
KENYA COMMERCIAL BANK LIMITED	MOBILE BANKING LOAN	KES. 24,000	KES 0	KES 0
KENYA COMMERCIAL BANK LIMITED	MOBILE BANKING LOAN	KES. 24,000	KES 0	KES 0
KENYA COMMERCIAL BANK LIMITED	MOBILE BANKING LOAN	KES. 24,200	KES 0	KES 0
KENYA COMMERCIAL BANK LIMITED	MOBILE BANKING LOAN	KES. 20,000	KES 0	KES 0
KENYA COMMERCIAL BANK LIMITED	MOBILE BANKING LOAN	KES. 24,000	KES 0	KES 0
KENYA COMMERCIAL BANK LIMITED	MOBILE BANKING LOAN	KES. 24,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 600	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 1,200	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 24,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 24,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 19,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 19,200	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 19,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 18,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 18,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 24,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 24,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 20,000	KES 0	KES 0
FULIZA M-PESA	OVERDRAFT	KES. 1,040	KES 0	KES 0
FULIZA M-PESA	OVERDRAFT	KES. 1,170	KES 0	KES 0
FULIZA M-PESA	OVERDRAFT	KES. 2,660	KES 0	KES 0

COMMENTS

As of 6th January 2022, Lilian Wanjiru has 4 open loan accounts; 1 Credit Card loan with Stanbic Bank Limited and 3 Mobile Banking loans from Mshwari with a principal amount of **KES 206,000**. She is currently servicing the loan with installment amount sum of **KES 40,850**; worst arrears last 12 months of **20 Days** hence a total loan balance of **KES 60,200**.

Lilian Wanjiru also has 34 closed loan accounts amounting to **KES 596,021** which she fully serviced as stipulated above

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NATIONAL CRIMINAL DATABASE SEARCH

NAME	IDENTITY NUMBER	POLICE CLEARANCE REFERENCE NUMBER	STATUS
LILIAN WANJIRU NDIRANGU	27858103	-	NO REPORTED OFFENSES

COMMENTS

Lilian Wanjiru Ndirangu of Identity Number 27858103 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 24th December 2021

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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/LILY-NDIRANGU-87A4A9123/?ORIGINALSUBDOMAIN=KE	
GOOGLE SEARCH	NO ADVERSE MENTION FOUND	N/A	

FACEBOOK ACCOUNT Photographic Evidence

FACEBOOK ACCOUNT Comments

Following a thorough search using names, phone number and email address, Lilian Wanjiku Ndirangu appears not to have a Facebook account

TWITTER ACCOUNT Photographic Evidence

TWITTER ACCOUNT Comments

Following a thorough search using names, phone number and email address, Lilian Wanjiku Ndirangu appears not to have a Twitter account

LINKEDIN PROFILE Photographic Evidence

LINKEDIN PROFILE Comments

Following a thorough search using names, phone number and email address, Lilian Ndirangu'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, Lilian Wanjiru Ndirangu's Google Search has no record of adverse information.