

CONFIDENTIAL BACKGROUND
SCREENING REPORT



Candidate's Name PHOEBE KIBOI

Report Status Final Report

SOW NO. 3110

Position Hired EABL

Screening Package EABL STANDARD PACKAGE

Reference NO. EABL-RQ-1633079753361-W79H



IDENTITY

DESCRIPTION	DETAILS VERIFIED
Names	KIBOI PHOEBE NYAWIRA
ID No.	28448285
Date of Birth	1/1/1991 12:00:00 AM
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	JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY	JOMO KENYATTA UNIVERSITY OF AGRICULTURE & TECHNOLOGY	✓	
	Years	30 JUNE 2016	30/June/2016	✓	
	Course	BACHELOR OF SCIENCE	BACHELOR OF SCIENCE	✓	
	Specialization	INDUSTRIAL CHEMISTRY	INDUSTRIAL CHEMISTRY	✓	
	Awards	SECOND CLASS HONORS (LOWER DIVISION)	SECOND CLASS HONOURS (LOWER DIVISION)	✓	

COMMENTS

L. N. Kimundu, for the Registrar (Academic Affairs) confirmed that Phoebe Nyawira Kiboi was a former bona fide student of JKUAT. She graduated with a Bachelor of Science in Industrial Chemistry and was awarded Second Class Honours, Lower Division during a graduation ceremony that was held on 30th June 2016. The certificate (Cert No 4646) presented by the candidate was verified to be authentic, duly issued upon satisfaction of all academic requirements and a true copy of the original from the institution as of 7th October 2021.

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PROFESSIONAL QUALIFICATION

DESCRIPTION	BODY	REGISTRATION DATE	MEMBERSHIP NUMBER	STATUS	CERTIFICATE
Professional Membership	N/A	-	N/A	NON ACTIVE	

COMMENTS

Phoebe Nyawira Kiboi does not appear to have any professional membership as per her resume.

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EMPLOYMENT

DESCRIPTION	DETAILS PROVIDED		DETAILS VERIFIED		MATCH	NO MATCH
FRM (EA) PACKERS LTD	Organization	FRM (EA) PACKERS LTD	Organization	FRM (EA) PACKERS LTD	✓	
	Years	AUG 2018 - DATE	Years	AUG 2018 - DATE	✓	
	Position	QUALITY LAB ANALYST	Position	QUALITY LAB ANALYST	✓	
	Reason for Leaving	CURRENTLY EMPLOYED	Reason for Leaving	CURRENTLY EMPLOYED	✓	

COMMENTS

The candidate is currently employed at FRM (EA) Packers Ltd; hence no attempt was made to contact the company to avoid jeopardizing her 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
VERITY ENTERPRISE LTD	Organization	VERITY ENTERPRISE LTD	Organization	VERITY ENTERPRISE LTD	✓	
	Years	AUG 2016 - JUL 2019	Years	2 AUG 2016 - 31 JUL 2019	✓	
	Position	STOCK MANAGEMENT ASSISTANT	Position	STOCK ASSISTANT MANAGER	✓	
	Reason for Leaving	NOT PROVIDED BY THE CANDIDATE	Reason for Leaving	SHE RESIGNED		✓

COMMENTS

Verity Enterprise Ltd.

Thomas Maithya, the Human Resource Manager, confirmed that Phoebe Kiboi was employed as a Stock Assistant Manager from 2nd August 2016 to 31st July 2019 on full time basis. She served a notice period and resigned. She then returned work-assigned tools. Thomas would rehire Phoebe and described her as an amiable, cooperative, diligent, hardworking and result oriented, a keen learner and team player.

Duties, roles and responsibilities

✓ Keeping and updating, stock records

✓ Maintaining and arranging the stores

✓ Ensuring that the stores were clean, tidy and well fumigated.

✓ Report to the manager the need to order new stocks.

Level of supervision required

✓ She was a quick leaner, self-driven and did not require close supervision.

Contributions to the organization or any outstanding achievements

✓ She brought out good and well thought-out ideas that improved her section and sales in general.

Response to stressful situations and working within deadlines

✓ She worked well under pressure met deadlines.

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

✓ She related very well with all.

Overall work performance rate and job knowledge compared to others on the job

✓ Out of 10, Thomas gave her an 8.

Any promotions

✓ No.

Candidate's strengths

✓ Problem solving skills

✓ Good time management

✓ Honesty

✓ Analytical and critical thinking

✓ Goal-oriented

✓ Worked well under pressure

✓ A team player.

Areas of improvement

✓ During her stay with us they noticed that she needed to be a bit more flexible.

Brief description of the candidate in relation to:

Trustworthiness	She was a lady of integrity
Dependability/ reliability	She was both dependable and reliable
Taking Initiative	She acted, was innovative and self- supervised
Communication skills (Verbal/ written)	She was good in both
Time management	Very good
Ability to make sound and timely decisions	Good
Adaptability to change	Adapted well to change
Professionalism	As stock assistant manager, she exhibited professionalism in her

Any disciplinary issues

✓ None.

Any engagement in misconduct resulting in financial losses to the organization

✓ None.

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EMPLOYMENT

DESCRIPTION	DETAILS PROVIDED		DETAILS VERIFIED		MATCH	NO MATCH
KENYA BREWERIES LTD	Organization	KENYA BREWERIES LIMITED	Organization	KENYA BREWERIES LTD	✓	
	Years	JAN 2016 - APR 2016	Years	JAN 2016 - APR 2016	✓	
	Position	MANUFACTURING INTERN	Position	INTERN	✓	
	Reason for Leaving	NOT PROVIDED BY THE CANDIDATE	Reason for Leaving	SHE COMPLETED HER INTERNSHIP PERIOD		✓

COMMENTS

Kenya Breweries Ltd.

Edgar Kirui, the Electrical Engineer, Utilities, worked with Phoebe Kiboi as her immediate supervisor at KBL Utilities during her internship. She was an intern from January 2016 to April 2016 in the KBL Utilities Department with departmental rotation to Packaging, Brewing and UDV. She left after completing her internship and managed to cover all the plants in Utilities and to do the departmental rotations as per the internship program. Edgar further recommended her for employment.

Candidate’s ability to perform assigned tasks

- ✓ She was diligent, eager to learn and to connect electrical and general engineering principles with applications at the plant.

Punctuality and attendance

- ✓ She was punctual, managed to do the departmental rotations as per the internship program and adhered to all the site security and safety guidelines during the entire period.

Overall work performance

- ✓ She was diligent, eager to learn and to connect engineering principles with applications at the plant. This is besides learning ways of working on safety, plant performance, governance, standards and manufacturing excellence best practices.

Any disciplinary issues

- ✓ None.
- ✓ She was quite engaging and whenever she needed assistance she was prompt to reach out and seek clarification when in doubt.

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EMPLOYMENT

DESCRIPTION	DETAILS PROVIDED		DETAILS VERIFIED		MATCH	NO MATCH
KENYA VETERINARY VACCINES PRODUCTION INSTITUTE	Organization	KENYA VETERINARY VACCINES PRODUCTION INSTITUTE	Organization	KENYA VETERINARY VACCINES PRODUCTION INSTITUTE	✓	
	Years	JAN 2015 - APR 2015	Years	16 FEB 2015 - 11 APR 2015		✓
	Position	PRODUCTION INTERN	Position	ATTACHEMNT	✓	
	Reason for Leaving	NOT PROVIDED BY THE CANDIDATE	Reason for Leaving	NOT PROVIDED BY THE EMPLOYER		✓

COMMENTS

Kenya Veterinary Vaccine Production Institute (KEVEVAPI).

Matthew Itumo Nzioka, the Deputy Head of Production, Embakasi, KEVEVAPI, Kiboi Phoebe Nyawira, was on Attachment at Kenya Veterinary Vaccine Production Institute (KEVEVAPI) from 16th February to 11th April 2015. The letter was confirmed to be authentic as it bore the KEVEVAPI logo undersigned by Matthew. The Information on the letter was confirmed to be accurate as she was at the Institute and underwent the attachment at the stipulated time.

In a letter dated 11th April 2015 and signed by Matthew Itumo Nzioka, for the Managing Director, confirmed that Phoebe Kiboi was on attachment from 16th February to 11th April 2015.

During the period, she was exposed to practical experience in the following areas:

- ✓ Glassware/Plastic – ware preparation and sterilization.
- ✓ Vaccines media preparation
- ✓ Cell Tissue Culture procedures
- ✓ FMD Antigen Production
- ✓ Bacteriology assessment
- ✓ Serology and Strain Development
- ✓ Vaccine Holding, Blending and Bottling

For the period she was there, she proved to be hardworking, diligent, cooperative and a keen learner.

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EMPLOYMENT TENURE

EMPLOYMENT TENURE			
Company	Position	Period	Reason for Leaving
FRM (EA) PACKERS LTD	QUALITY LAB ANALYST	AUG 2018 - DATE	CURRENTLY EMPLOYED
VERITY ENTERPRISE LTD	STOCK ASSISTANT MANAGER	2 AUG 2016 - 31 JUL 2019	SHE RESIGNED
KENYA BREWERIES LTD	INTERN	JAN 2016 - APR 2016	SHE COMPLETED HER INTERNSHIP PERIOD
KENYA VETERINARY VACCINES PRODUCTION INSTITUTE	ATTACHEMNT	16 FEB 2015 - 11 APR 2015	NOT PROVIDED BY THE EMPLOYER

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GAP IDENTIFICATION AND ANALYSIS

Name	From	To	Comments
EMPLOYMENT GAP 1	JUNE 2016	AUGUST 2016	Phoebe Kiboi confirmed that from June 2016 when she graduated to August 2016 when she joined Verity Enterprises Ltd, she was job hunting.

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CREDIT INFORMATION CHECK

DESCRIPTION	COMMENTS			
Credit Report	3 open loan accounts 40 closed loan accounts.			
Open loan accounts				
Institution	Type of Loan	Total Amount	Balance Amount	Amount & Days
ABSA BANK KENYA PLC	MOBILE BANKING LOAN	KES. 3,300	KES 3,500	KES 0
ABSA BANK KENYA	MOBILE BANKING LOAN	KES. 5,000	KES 5,300	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 200	KES 215	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 9,200	KES 9,890	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 9,000	KES 9,680	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 9,000	KES 3,000	KES 0
Closed loan accounts				
Institution	Type of Loan	Total Amount	Balance Amount	Amount & Days
ABSA BANK KENYA	MOBILE BANKING LOAN	KES. 3,300	KES 0	KES 0
ABSA BANK KENYA	MOBILE BANKING LOAN	KES. 3,300	KES 0	KES 0
ABSA BANK KENYA	MOBILE BANKING LOAN	KES. 3,300	KES 0	KES 0
ABSA BANK KENYA	MOBILE BANKING LOAN	KES. 3,300	KES 0	KES 0
ABSA BANK KENYA	MOBILE BANKING LOAN	KES. 3,300	KES 0	KES 0
ABSA BANK KENYA	MOBILE BANKING LOAN	KES. 3,300	KES 0	KES 0
ABSA BANK KENYA	MOBILE BANKING LOAN	KES. 3,300	KES 0	KES 0
ABSA BANK KENYA	MOBILE BANKING LOAN	KES. 3,300	KES 0	KES 0
ABSA BANK KENYA	MOBILE BANKING LOAN	KES. 3,200	KES 0	KES 0
ABSA BANK KENYA	MOBILE BANKING LOAN	KES. 3,900	KES 0	KES 0
ABSA BANK KENYA	MOBILE BANKING LOAN	KES. 2,500	KES 0	KES 0
ABSA BANK KENYA	MOBILE BANKING LOAN	KES. 2,000	KES 0	KES 0
ABSA BANK KENYA	MOBILE BANKING LOAN	KES. 3,500	KES 0	KES 0
ABSA BANK KENYA	MOBILE BANKING LOAN	KES. 1,500	KES 0	KES 0
ABSA BANK KENYA	MOBILE BANKING LOAN	KES. 5,000	KES 0	KES 0
ABSA BANK KENYA	MOBILE BANKING LOAN	KES. 5,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 9,200	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 9,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 9,200	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 9,200	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 6,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 4,500	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 5,000	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. 4,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 9,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 9,200	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. 200	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. 200	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 200	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 9,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 9,200	KES 0	KES 0

COMMENTS

As of 6th October 2021, Phoebe Kiboi has 3 open loan accounts; 3 Mobile Banking Loans with Mshwari and ABSA Bank Plc; with a principal of **KES 8,500**. She is currently servicing the loan with an instalment sum of **KES 9,019**, having no worst current arrears and worst current arrears last 12 months of **2 days**, and no overdue balance sum hence a total loan balance of **KES 9,019**.

Phoebe Kiboi also has 40 closed loan accounts which amounted to **KES 186,100** which were fully serviced apart from 3 Mobile Banking Loans with Mshwari which was closed with a balance of **KES 22,565** as stipulated above.

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NATIONAL CRIMINAL DATABASE SEARCH

NAME	IDENTITY NUMBER	POLICE CLEARANCE REFERENCE NUMBER	STATUS
PHOEBE NYAWIRA KIBOI	28448285	-	NO REPORTED OFFENSES

COMMENTS

Phoebe Nyawira Kiboi of Identity Number 28448285 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 5th October 2021.

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SOCIAL MEDIA

DESCRIPTION	ADVERSE STATUS	SOCIAL MEDIA HANDLE	COMMENTS
FACEBOOK	NO ADVERSE MENTION FOUND	-	
GOOGLE SEARCH	NO ADVERSE MENTION FOUND	N/A	
LINKEDIN PROFILE	NO ADVERSE MENTION FOUND	HTTPS://WWW.LINKEDIN.COM/IN/PHOEBE-KIBOI-501B22109/	
TWITTER	NO ADVERSE MENTION FOUND	HTTPS://TWITTER.COM/ KIBOIPHOEBE	

GOOGLE SEARCH Photographic Evidence

GOOGLE SEARCH Comments

Following a thorough search using names, phone number and email address, Phoebe Nyawira Kiboi's Google Search has no record of adverse information.

LINKEDIN PROFILE Photographic Evidence

LINKEDIN PROFILE Comments

Following a thorough search using names, phone number and email address, Phoebe Nyawira Kiboi'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, Phoebe Nyawira Kiboi's Twitter Account has no record of adverse information.

FACEBOOK Photographic Evidence

FACEBOOK Comments

Following a thorough search using names, phone number and email address, Phoebe Nyawira Kiboi does not appear to have a Facebook account.