

CONFIDENTIAL BACKGROUND  
SCREENING REPORT



Candidate's Name      MICHAEL MAINA

Report Status      Final Report

SOW NO.      3178

Position Hired      EABL

Screening Package      EABL STANDARD PACKAGE

Reference NO.      EABL-RQ-1634890625777-XC1B



IDENTITY

DESCRIPTION	DETAILS VERIFIED
Candidate Names	MAINA MICHAEL KABUTU
Identity No.	28314318
Date of Birth	5/9/1991 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	KCA UNIVERSITY	KCA UNIVERSITY	✓	
	Years	23 NOVEMBER 2012	23/November/2012	✓	
HIGHEST EDUCATION	Course	BACHELOR OF COMMERCE	BACHELOR OF COMMERCE	✓	
	Specialization	MARKETING	MARKETING	✓	
	Awards	SECOND CLASS HONOURS (UPPER DIVISION)	SECOND CLASS HONOURS (UPPER DIVISION)	✓	

COMMENTS

Daniel Wekulo, Assistant Admin-Registrar’s Office confirmed that Maina Michael Kabutu of registration number KCA/09/01941 is a bona fide student of KCA University. He graduated during the 5<sup>th</sup> graduation ceremony on 22<sup>nd</sup> November 2013 with a Bachelor of Commerce- Marketing, Second Class Honours (Upper Division). The certificate presented by the candidate was confirmed to be authentic

DESCRIPTION		DETAILS PROVIDED	DETAILS VERIFIED	MATCH	NO MATCH
	Institution Name	KCA UNIVERSITY	KCA UNIVERSITY	✓	
	Years	1 DECEMBER 2011	01/December/2011	✓	
HIGHEST EDUCATION	Course	DIPLOMA IN BUSINESS MANAGEMENT	DIPLOMA IN BUSINESS MANAGEMENT	✓	
	Specialization	BUSINESS MANAGEMENT	BUSINESS MANAGEMENT	✓	
	Awards	CREDIT	CREDIT	✓	

COMMENTS

Daniel Wekulo, Assistant Admin-Registrar’s Office confirmed that Maina Michael Kabutu of registration number KCA/09/01941 is a bona fide student of KCA University. He graduated during the 3<sup>rd</sup> graduation ceremony on 1<sup>st</sup> December 2011 with a Diploma in Business Management – Credit. The certificate presented by the candidate 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

Michael Maina Kabutu appears not to have a professional membership as per his resume

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## EMPLOYMENT

DESCRIPTION	DETAILS PROVIDED		DETAILS VERIFIED		MATCH	NO MATCH
KENYA WINES AGENCIES LIMITED (KWAL)	Organization	KENYA WINES AGENCIES LIMITED (KWAL)	Organization	KENYA WINES AGENCIES LIMITED (KWAL)	✓	
	Years	SEP 2019 - TO DATE	Years	SEP 2019 - TO DATE	✓	
	Position	TERRITORY SALES REPRESENTATIVE	Position	TERRITORY SALES REPRESENTATIVE	✓	
	Reason for Leaving	CURRENTLY EMPLOYED AT THE COMPANY	Reason for Leaving	CURRENTLY EMPLOYED AT THE COMPANY	✓	

## COMMENTS

### Kenya Wines Agencies Limited (KWAL)

The candidate is currently working at Kenya Wines Agencies Limited (KWAL) 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
LONDON DISTILLERS KENYA LIMITED	Organization	LONDON DISTILLERS EAST AFRICA LIMITED	Organization	LONDON DISTILLERS KENYA LIMITED	✓	
	Years	JUL 2018 - AUG 2019	Years	9TH JUL 2018 - 31ST AUG 2019	✓	
	Position	REGIONAL SALES REPRESENTATIVE -MOUNTAIN	Position	REGIONAL SALES REPRESENTATIVE	✓	
	Reason for Leaving	NOT PROVIDED BY THE CANDIDATE	Reason for Leaving	NOT PROVIDED BY THE EMPLOYER	✓	

COMMENTS

London Distillers Kenya Limited

Tarun Kumar Chhatwal, Depot Manager confirmed Michael Maina Kabutu worked as a Regional Sales Representative on a full-time basis from 9<sup>th</sup> July 2018 to 31<sup>st</sup> August 2019 when he left.

Michael served notice, returned the company assigned work tools and he did not owe the company any money

Tarun would recommend Michael for rehire noting that he was excellent

Level of supervision

- ✓ He required direct supervision

Duties, roles and responsibilities

- ✓ Sales and marketing

Candidate's contribution to the organization or any outstanding achievements

- ✓ Growth of volumes

Candidate's response to stressful situation & working within deadlines

- ✓ He worked well under pressure and gave good results

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

- ✓ Excellent

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

- ✓ Excellent

Any Promotions

- ✓ N/A.

Candidate's strengths

- ✓ Team player
- ✓ Time keeper

Candidate's areas of improvement

- ✓ N/A

Any disciplinary cases

- ✓ N/A

Any misconduct involving financial losses to the organization

- ✓ No

Description of the candidate in relation to;

Trustworthiness	Yes
Dependability/ reliability	Yes
Taking Initiative	Yes
Communication skills (Verbal/ written)	Excellent in both
Time management	Excellent
Ability to make sound and timely decisions	Very good
Adaptability to change	Yes
Professionalism	Excellent

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EMPLOYMENT

DESCRIPTION	DETAILS PROVIDED		DETAILS VERIFIED		MATCH	NO MATCH
TREASURE COMMUNICATION LIMITED	Organization	TREASURE COMMUNICATION LIMITED	Organization	TREASURE COMMUNICATION LIMITED	✓	
	Years	JUL 2014 - DEC 2017	Years	1ST JUL 2014 - 13TH DEC 2017	✓	
	Position	FIELD OPERATIONS MANAGER	Position	FIELD OPERATIONS MANAGER	✓	
	Reason for Leaving	NOT PROVIDED BY THE CANDIDATE	Reason for Leaving	RESIGNATION		✓

COMMENTS

Treasure Communication Limited

Salome Andere, Human Resource Manager confirmed that Michael Maina Kabutu worked as a Field Operations Manager on a full-time basis from 1<sup>st</sup> July 2014 to 13<sup>th</sup> December 2017 when he resigned and was cleared.

Michael returned the company assigned work tools and he did not owe the company any money

Salome would recommend Michael to be rehired noting that he was capable

Duties and Responsibilities

- ✓ Developing and executing Below the Line (BTL) business plans and activities for Clients.
- ✓ Responsible for delivery of field operations sales volume and executions.
- ✓ Provided input in demand planning process to increase sales/ services that drove customer service deliver.
- ✓ Effective supervision, management and communication to the field team; coordinate with the teams to support sales and activations execution.

Level of supervision

- ✓ Once issued with the assignment briefs - he worked well with minimal supervision

Candidate's contribution to the organization or any outstanding achievements

- ✓ He was promoted from a Project Manager to the Field Operations Manager

Candidate's response to stressful situation & working within deadlines

- ✓ He worked well in a fast-paced and health stressful situation and could complete assignments that had the nearest deadlines.

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

- ✓ He responded to others’ concerns and worked well with clients, co-workers and Line Manager.

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

- ✓ He was a hard worker who always did his share or more when assignments were required to be done.
- ✓ He was willing to assist and help correct clients’ problems.
- ✓ He was very knowledgeable on sales, marketing and general trade management.

Any Promotions

- ✓ He was promoted in 2018 from Project Manager to Field Operations Manager

Candidate's strengths

- ✓ He was a hard worker who always did his share or more when assignments were required to be done.
- ✓ He was willing to assist and help correct clients’ problems.
- ✓ He was very knowledgeable on sales, marketing and general trade management.

Candidate's areas of improvement

- ✓ Coach to get people where they need to be. Let people see that he will not ask them to do anything that he wouldn’t do himself.

Any disciplinary cases

- ✓ No

Description of the candidate in relation to;

Trustworthiness	He was trustworthy and never had an integrity issues while at work
Dependability/ reliability	He was dependable/ reliable
Taking Initiative	Took initiative to fulfil his work assignments
Communication skills (Verbal/ written)	Excellent and clear verbal/written skills
Time management	Reliable
Ability to make sound and timely decisions	Reliable and could make sound and timely decisions
Adaptability to change	Flexible and adapted to change in any given situation
Professionalism	Professional and respectful when dealing with others

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## EMPLOYEMENTTENURE

EMPLOYEMENT TENURE			
Company	Position	Period	Reason for Leaving
KENYA WINES AGENCIES LIMITED (KWAL)	TERRITORY SALES REPRESENTATIVE	SEP 2019 - TO DATE	CURRENTLY EMPLOYED AT THE COMPANY
LONDON DISTILLERS KENYA LIMITED	REGIONAL SALES REPRESENTATIVE	9TH JUL 2018 - 31ST AUG 2019	NOT PROVIDED BY THE EMPLOYER
TREASURE COMMUNICATION LIMITED	FIELD OPERATIONS MANAGER	1ST JUL 2014 - 13TH DEC 2017	RESIGNATION

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## GAP IDENTIFICATIONAND ANALYSIS

Name	From	To	Comments
EMPLOYMENT GAP 1	DEC 2017	JUL 2018	Michael Maina Kabutu has an employment gap period of 6 months; from when he left Treasure Communications Limited in December 2017 to when he joined London Distillers Limited in July 2018. During that period, Michael confirmed that he was job hunting

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CREDIT INFORMATIONCHECK

DESCRIPTION	COMMENTS			
Credit Report	6 open loan accounts 10 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>
COOPERATIVE BANK OF KENYA LIMITED	PERSONAL LOANS	KES. 1,80,000	KES 1,68,000	KES 0
C0-OPERATIVE BANK OF KENYA LIMITED	MOBILE BANKING LOAN	KES. 30,000	KES 30,000	KES 0
C0-OPERATIVE BANK OF KENYA LIMITED	MOBILE BANKING LOAN	KES. 1,85,000	KES 1,85,000	KES 0
C0-OPERATIVE BANK OF KENYA LIMITED	MOBILE BANKING LOAN	KES. 1,67,000	KES 1,67,000	KES 0
KENYA COMMERCIAL BANK LIMITED	MOBILE BANKING LOAN	KES. 16,900	KES 19,000	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 7,500	KES 6,620	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 7,500	KES 6,620	KES 0
Closed loan accounts				
<i>Institution</i>	Type of Loan	<i>Total Amount</i>	<i>Balance Amount</i>	<i>Amount &amp; Days</i>
STANBIC BANK LIMITED	ASSET FINANCE LOANS	KES. 9,90,000	KES 0	KES 0
STANBIC BANK LIMITED	ASSET FINANCE LOANS	KES. 55,500	KES 0	KES 0
C0-OPERATIVE BANK OF KENYA LIMITED	OVERDRAFT	KES. 1,670	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 7,500	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 7,500	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 7,500	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 7,500	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 7,500	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 7,500	KES 0	KES 0

COMMENTS

As of 25<sup>th</sup> October 2021, Michael Kabutu Maina has 6 open loan accounts; 5 Mobile Banking loans from Co-operative Bank of Kenya Limited, Kenya Commercial Bank Limited and Mshwari and 1 Personal Loan from Co-operative Bank of Kenya Limited with a principal amount of **KES 586,372**. He is currently servicing the loan with installment amount sum of **KES 194,202**; worst current arrears of **775 Days**, worst arrear last 12 months of **181 Days** and an overdue balance sum of **KES 187,135** hence a total loan balance of **KES 575,598**

Michael Kabutu Maina also has 10 closed loan accounts amounting to **KES 1,099,705** which he fully serviced apart from 1 Mobile Banking loan account from Mshwari which was closed but with a balance of **KES 6,623** as stipulated above

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## NATIONAL CRIMINAL DATABASE SEARCH

NAME	IDENTITY NUMBER	POLICE CLEARANCE REFERENCE NUMBER	STATUS
MICHAEL MAINA KABUTU	28314318	-	NO REPORTED OFFENSES

## COMMENTS

Michael Maina Kabutu of Identity Number 28314318 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 October 2021

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## SOCIAL MEDIA

DESCRIPTION	ADVERSE STATUS	SOCIAL MEDIA HANDLE	COMMENTS
FACEBOOK	NO ADVERSE MENTION FOUND	HTTPS://WWW.FACEBOOK.COM/MICHAEL.K.18	
TWITTER	NO ADVERSE MENTION FOUND	HTTPS://TWITTER.COM/ MAINA_KABUTU	
LINKEDIN PROFILE	NO ADVERSE MENTION FOUND	HTTPS://WWW.LINKEDIN.COM/IN/MAINA-KABUTU-3185556B/	
GOOGLE SEARCH	NO ADVERSE MENTION FOUND	N/A	



## **FACEBOOK Photographic Evidence**

### **FACEBOOK Comments**

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

## **LINKEDINPROFILE Photographic Evidence**

### **LINKEDINPROFILE Comments**

Following a thorough search using names, phone number and email address, Maina Kabutu'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, Michael Maina Kabutu's Google Search has no record of adverse information.