

CONFIDENTIAL BACKGROUND  
SCREENING REPORT



Candidate's Name    MERCY GITARI

Report Status    Final Report

SOW NO.    3029

Position Hired    EABL

Screening Package    EABL STANDARD PACKAGE

Reference NO.    EABL-  
RQ-1627987486462-4ASK



IDENTITY

DESCRIPTION	DETAILS VERIFIED
Names	GITARI MERCY MUTHONI
ID No.	29584009
Date of Birth	3/11/1993 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	MOI UNIVERSITY	MOI UNIVERSITY	✓	
	Years	23 SEPTEMBER 2016	23/September/2016	✓	
	Course	BACHELOR OF BUSINESS MANAGEMENT	BACHELOR OF BUSINESS MANAGEMENT	✓	
	Specialization	AVIATION MANAGEMENT	AVIATION MANAGEMENT	✓	
	Awards	SECOND CLASS HONORS (UPPER DIVISION)	SECOND CLASS HONOURS (UPPER DIVISION)	✓	

## COMMENTS

D.K Korio for Deputy Vice Chancellor (A, R & E) confirmed that Mercy Mutnhoni Gitari was a bona fide student of the School of Business and Economics and graduated with a Bachelor of Business Management (Aviation Management), Second Class Honours, Upper Division during the 32<sup>nd</sup> congregation for the conferment of Degrees and Award of Diplomas held on 23<sup>rd</sup> September 2016. The certificate was confirmed to be authentic and a true copy of the original as confirmed on 4<sup>th</sup> August 2021.

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## PROFESSIONAL QUALIFICATION

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

## COMMENTS

Mercy Muthoni Gitari 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
KEROCHE BREWERIES LTD	Organization	KEROCHE BREWERIES LTD	Organization	KEROCHE BREWERIES LTD	✓	
	Years	2 JUN 2021 - 30 JUL 2021	Years	4 JUN 2021 - 4 AUG 2021		✓
	Position	COUNTY SALES REPRESENTATIVE	Position	SALES REPRESENTATIVE	✓	
	Reason for Leaving	NOT PROVIDED	Reason for Leaving	NOT PROVIDED	✓	

COMMENTS

Keroche Breweries Ltd.

Lucy Kiilu, the Head of Human Resources confirmed that Mercy Muthoni Gitari was employed from 4<sup>th</sup> June 2021 to 4<sup>th</sup> August 2021 as a Sales Representative on full-time basis. She resigned with a probation, returned work-assigned tools and did not owe the company money. Lucy would probable hire her and described her as being okay.

Duties, roles and responsibilities

- ✓ Distribution and depot management.
- ✓ Route management.
- ✓ Product demand creation.

Level of supervision required

- ✓ Direct/close supervision.

Contributions to the organization or any outstanding achievements

- ✓ Nothing much since the duration was very short.

Response to stressful situations and working within deadlines

- ✓ Okay.

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

- ✓ Okay.

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

- ✓ She was with them for a short period, hence they were not able to gauge her delivery.

Any promotions

- ✓ None.

Candidate’s strengths

- ✓ Communication.
- ✓ Planning.

Areas of improvement

- ✓ N/A.

Any disciplinary issues

- ✓ None.

Any engagement in misconduct resulting in financial losses to the organization

- ✓ None.

Brief description of the candidate in relation to:

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

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## EMPLOYMENT

DESCRIPTION	DETAILS PROVIDED		DETAILS VERIFIED	MATCH	NO MATCH
	Organization	STATUS GUARANTEE LTD	Organization		✓
	Years	FEB 2021 - JUN 2021	Years		✓
	Position	SALES AND MANAGEMENT CONSULTANT	Position		✓
	Reason for Leaving	NOT PROVIDED	Reason for Leaving		✓

## COMMENTS

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EMPLOYMENT

DESCRIPTION	DETAILS PROVIDED		DETAILS VERIFIED		MATCH	NO MATCH
NAIROBI BOTTTLERS (COCA-COLA)	Organization	COCA COLA BEVERAGE AFRICA - SOUTHERN REGION	Organization	NAIROBI BOTTTLERS (COCA-COLA)	✓	
	Years	AUG 2017 - JAN 2021	Years	14 AUG 2017 - 31 DEC 2021	✓	
	Position	MLOLONGO NAMAMGA - ACCOUNT DEVELOPER	Position	ACCOUNT DEVELOPER	✓	
	Reason for Leaving	NOT PROVIDED	Reason for Leaving	SHE RESIGNED TO SEEK OTHER CHALLENGES		✓

COMMENTS

Nairobi Bottlers (Coca-Cola Africa).

Peter Gaitho, the Area Sales Manager, confirmed that Mercy Muthoni Gitari was employed as an Account Developer from 14<sup>th</sup> august 2016 to 31<sup>st</sup> December 2021 on full-time basis. She resigned, returned work-assigned tools and left in search of other challenges. Peter would rehire her and described her as a reliable person with a bright future.

Duties, roles and responsibilities

- ✓ Manage distributor operations
- ✓ Harness more potential for existing outlets.
- ✓ Recruit and develop new outlets.

Level of supervision required

- ✓ Little to low supervision.

Contributions to the organization r any outstanding achievements

- ✓ She emphasised on team cohesion through mediation.

Response to stressful situations and working under pressure

- ✓ Handled stressful conditions calmly and soberly.

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

- ✓ She was the moderator and accommodated everyone.

Any promotions

- ✓ None.

Candidate's strengths

- ✓ Go-getter
- ✓ Dependable.

Areas of improvement

- ✓ N/A.

Brief description of the candidate in relation to:

Trustworthiness	She was trustworthy to a fault
Dependability/ reliability	She was Peter’s right-hand person in team management
Taking Initiative	She was fully involved in distributor affair
Communication skills (Verbal/ written)	Excellent communication skills
Time management	Always punctual
Ability to make sound and timely decisions	She proved herself when it came to making right calls
Adaptability to change	After transfer from Machakos, she adapted v
Professionalism	Quite a professional both academic and appl

Any disciplinary issues

- ✓ None.

Any engagement in misconduct that would result in financial losses to the organization

- ✓ None.

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## EMPLOYMENT

DESCRIPTION	DETAILS PROVIDED		DETAILS VERIFIED		MATCH	NO MATCH
DAC AVIATION (EA) LTD	Organization	DAC AVIATION (EA) LTD	Organization	DAC AVIATION (EA) LTD	✓	
	Years	MAR 2017 - JUN 2017	Years	8 MAR 2017 - 7 JUN 2017	✓	
	Position	INTERN - FLIGHT OPERATIONS, DISPATCH AND ACCOUNTS TRAINEE	Position	INTERN	✓	
	Reason for Leaving	NOT PROVIDED	Reason for Leaving	NOT PROVIDED	✓	

## COMMENTS

### DAC Aviation (EA) Ltd.

Peter Muga Oguna, the General Manager, confirmed that Ms Mercy Muthoni Gitari was enrolled as intern in the organization from 8<sup>th</sup> March to 7<sup>th</sup> June 2017 where she successfully completed her internship.

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## EMPLOYMENTTENURE

EMPLOYEMENT TENURE			
Company	Position	Period	Reason for Leaving
KEROCHE BREWERIES LTD	SALES REPRESENTATIVE	4 JUN 2021 - 4 AUG 2021	NOT PROVIDED
NAIROBI BOTTLERS (COCA-COLA)	ACCOUNT DEVELOPER	14 AUG 2017 - 31 DEC 2021	SHE RESIGNED TO SEEK OTHER CHALLENGES
DAC AVIATION (EA) LTD	INTERN	8 MAR 2017 - 7 JUN 2017	NOT PROVIDED

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## GAP IDENTIFICATION AND ANALYSIS

Name	From	To	Comments
EMPLOYMENT GAP 1	2016	MARCH 2017	Mercy Gitari confirmed that Between 2016 and her entry into DAC, she had enrolled for a short course in Wilson Airport in an Aviation college known as Skylink Aviation. She did a diploma in Flight operations and Dispatch. She had left it out as she found it irrelevant for the job.
EMPLOYMENT GAP 2	JUNE 2017	AUGUST 2017	Mercy Gitari confirmed that after her DAC employment, she set out looking for a job before joining Coca-Cola in September 2017.

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## CREDIT INFORMATIONCHECK

DESCRIPTION	COMMENTS			
Credit Report	2 open loan accounts 8 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. 10,000	KES 11,500	KES 10,700
MSHWARI	MOBILE BANKING LOAN	KES. 10,000	KES 11,500	KES 11,500
Closed 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. 3,500	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 3,500	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 2,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 3,500	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 3,500	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 4,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 4,000	KES 0	KES 0
TALA	MOBILE BANKING LOAN	KES. 9,000	KES 0	KES 0

## COMMENTS

As of 9<sup>th</sup> August 2021, Mercy Gitari has 2 open loan accounts; both Mobile Banking Loans with Mshwari; with a principal amount of **KES 20,000**. She is currently servicing the loan with instalment amount sum of **KES 22,247** having worst current arrears of **650 days** and worst current arrears last 12 months of **650 days**, and an overdue balance sum of **KES 22,244** hence a total loan balance of **KES 22,994**.

Mercy Gitari also has 8 closed loan accounts that amounted to **KES 33,000** which she has fully serviced as stipulated above.

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## NATIONAL CRIMINAL DATABASE SEARCH

NAME	IDENTITY NUMBER	POLICE CLEARANCE REFERENCE NUMBER	STATUS
MERCY MUTHONI GITARI	29584009	-	NO REPORTED OFFENSES

## COMMENTS

Mercy Muthoni Gitari of Identity Number 29584009 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 9th August 2021.

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## SOCIAL MEDIA

DESCRIPTION	ADVERSE STATUS	SOCIAL MEDIA HANDLE	COMMENTS
TWITTER	NO ADVERSE MENTION FOUND	-	
GOOGLE SEARCH	NO ADVERSE MENTION FOUND	-	
FACEBOOK	NO ADVERSE MENTION FOUND	<a href="https://www.facebook.com/MERCY.MUTHONI.7543">HTTPS://WWW.FACEBOOK.COM/MERCY.MUTHONI.7543</a>	
LINKEDIN PROFILE	NO ADVERSE MENTION FOUND	<a href="https://www.linkedin.com/in/MERCY-MUTHONI-194B84142/">HTTPS://WWW.LINKEDIN.COM/IN/MERCY-MUTHONI-194B84142/</a>	



## **GOOGLE SEARCH Photographic Evidence**

### **GOOGLE SEARCH Comments**

Following a thorough search using names, phone number and email address, Mercy Muthoni Gitari'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, Mercy Gitari's Facebook Account has no record of adverse information.



## **LINKEDINPROFILE Photographic Evidence**

## **LINKEDINPROFILE Comments**

Following a thorough search using names, phone number and email address, Mercy Gitari's LinkedIn Account has no record of adverse information.

## **TWITTER Photographic Evidence**

### **TWITTER Comments**

Following a thorough search using names, phone number and email address, we could not find Mercy Muthoni Gitari's Twitter Account.