

CONFIDENTIAL BACKGROUND  
SCREENING REPORT



Candidate's Name	SYLVIA KERUBO
SOW NO.	3018
Screening Package	EABL STANDARD PACKAGE

Report Status	Final Report
Position Hired	EABL
Reference NO.	EABL-RQ-1627914113006-YS3G



IDENTITY

DESCRIPTION	DETAILS VERIFIED
Names	ONDIEKI SYLVIA KERUBO
ID No.	32525149
Date of Birth	12/12/1993 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	16 DECEMBER 2016	16/December/2016	✓	
	Course	BACHELOR OF SCIENCE	BACHELOR OF SCIENCE	✓	
	Specialization	INFORMATION SCIENCES	INFORMATION SCIENCES	✓	
	Awards	SECOND CLASS HONOURS (LOWER DIVISION)	SECOND CLASS HONOURS (LOWER DIVISION)	✓	

## COMMENTS

D.K. Korio for Deputy Vice Chancellor (A, R, E) confirmed that Sylvia Kerubo Ondieki was a bona fide student in the School of Information Sciences and that she studies a course leading to the conferment of Bachelor of Science in Information Science, Second Class Honours (Lower Division). She graduated during the 33<sup>rd</sup> congregation for conferment of degrees and award of diplomas that was held on 16<sup>th</sup> December 2016.

The certificate presented by the candidate was confirmed to be authentic and issued by the institution

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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

Sylvia Kerubo Ondieki appears not have a professional membership as per her resume

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EMPLOYMENT

DESCRIPTION	DETAILS PROVIDED		DETAILS VERIFIED		MATCH	NO MATCH
BRITISH AMERICAN TOBACCO	Organization	BRITISH AMERICAN TOBACCO	Organization	BRITISH AMERICAN TOBACCO	✓	
	Years	FEB 2016 - APR 2018	Years	FEB 2016 - APR 2018	✓	
	Position	TRADE MARKETING SUPPORT	Position	TRADE MARKETING SUPPORT	✓	
	Reason for Leaving	NOT PROVIDED BY THE CANDIDATE	Reason for Leaving	GOT A JOB AT YELLOW PAGES KENYA		✓

COMMENTS

British American Tobacco

Esther Osinde, Trade Marketing Representative confirmed that Sylvia Kerubo Ondieki worked as a Trade Marketing Support on full-time basis from February 2016 to April 2018 when she got a job with Yellow Pages Kenya

Sylvia served one month notice, returned the company assigned work tools and she did not owe the company any money

Esther would highly recommend Sylvia to be rehired anytime, any day noting that she was a hard-working lady, ambitious, flexible, ready to learn and had a positive attitude towards her job and others

Duties and Responsibilities

- ✓ Visiting outlets to negotiate for orders and close sales.
- ✓ Achieving weekly and monthly targets.
- ✓ Informing customers about product changes in terms of prices and branding.
- ✓ Calling on existing and new customer accounts.
- ✓ Doing caravan activations and Trade forums to engage customers.
- ✓ Ensuring availability and visibility of products in Trade.
- ✓ Writing daily reports about the Trade findings.

Level of supervision

- ✓ She worked very well with minimal supervision

Candidate’s contribution to the organization or any outstanding achievements

- ✓ She was amongst the best TMS as she hit her weekly targets and executed 150% Pall Mall Plus listings effectively.

Candidate’s response to stressful situation & working within deadlines

- ✓ She portrayed a positive attitude towards objection handling.
- ✓ She had a route to market plan that assisted her in planning her day in advance hence working within the stipulated time.

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

- ✓ She was a great team player and had excellent interpersonal skills hence worked well with others and respected Esther as her supervisor.

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

- ✓ Esther gave her a 9/10 and placed her ahead of the pack compared to her colleagues.
- ✓ She was a fast learner and understood her job description.

Any Promotions

- ✓ She was Esther’s team leader and was on a development role to become a trade marketing representative.

Candidate’s strengths

- ✓ Ambitious,
- ✓ Go getter,
- ✓ Goal oriented,
- ✓ Good interpersonal skills,
- ✓ Had integrity and took criticism positively.

Candidate’s areas of improvement

- ✓ Esther stated that Sylvia was a people pleaser as she went out of her way to please customers at the expense of her own time hence working late.

Any disciplinary cases

- ✓ None

Description of the candidate in relation to;

Trustworthiness	Esther trusted her to handle the client’s hence very trustworthy
Dependability/ reliability	She could handle the market even when E was on leave.
Taking Initiative	She guided her fellow TMSs and designed route plan.
Communication skills (Verbal/ written)	Excellent as she communicated well w customers daily and sent her report accordingly.
Time management	She was time conscious
Ability to make sound and timely decisions	Yes, she quickly responded to custom changes in the market and handled the accordingly.
Adaptability to change	She was very flexible
Professionalism	She respected her colleagues, customers superiors

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## EMPLOYEMENTTENURE

EMPLOYEMENT TENURE			
Company	Position	Period	Reason for Leaving
BRITISH AMERICAN TOBACCO	TRADE MARKETING SUPPORT	FEB 2016 - APR 2018	GOT A JOB AT YELLOW PAGES KENYA

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## GAP IDENTIFICATIONAND ANALYSIS

Name	From	To	Comments
NO EMPLOYMENT GAP	N/A	N/A	Sylvia Kerubo Ondieki does not have any employment gaps as she has been on employment since February 2016 before she graduated from Moi University to date

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CREDIT INFORMATIONCHECK

DESCRIPTION	COMMENTS			
Credit Report	11 open loan accounts 31 closed loan accounts.			
Open loan accounts				
Institution	Type of Loan	Total Amount	Balance Amount	Amount & Days
ABSA BANK KENYA PLC	MOBILE BANKING LOAN	KES. 5,000	KES 5,300	KES 0
ABSA BANK KENYA PLC	MOBILE BANKING LOAN	KES. 14,000	KES 14,900	KES 0
STANBIC BANK LIMITED	BUSINESS WORKING CAPITAL LOANS	KES. 16,000	KES 16,000	KES 0
STANBIC BANK LIMITED	BUSINESS WORKING CAPITAL LOANS	KES. 15,000	KES 15,000	KES 0
STANBIC BANK LIMITED	BUSINESS WORKING CAPITAL LOANS	KES. 10,500	KES 10,500	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 4,500	KES 5,180	KES 0
FULIZA M-PESA	OVERDRAFT	KES. 1,180	KES 1,180	KES 0
FULIZA M-PESA	OVERDRAFT	KES. 1,450	KES 1,450	KES 0
FULIZA M-PESA	OVERDRAFT	KES. 1,430	KES 1,430	KES 0
ABSA BANK KENYA PLC	CREDIT CARD	KES. 24,800	KES 29,100	KES 0
KENYA COMMERCIAL BANK LIMITED	MOBILE BANKING LOAN	KES. 15,000	KES 15,600	KES 0
KENYA COMMERCIAL BANK LIMITED	MOBILE BANKING LOAN	KES. 15,000	KES 15,600	KES 0
Closed loan accounts				
Institution	Type of Loan	Total Amount	Balance Amount	Amount & Days
STANBIC BANK LIMITED	BUSINESS WORKING CAPITAL LOANS	KES. 12,000	KES 0	KES 0
STANBIC BANK LIMITED	BUSINESS WORKING CAPITAL LOANS	KES. 10,000	KES 0	KES 0
ABSA BANK KENYA PLC	MOBILE BANKING LOAN	KES. 3,500	KES 0	KES 0
ABSA BANK KENYA PLC	MOBILE BANKING LOAN	KES. 1,700	KES 0	KES 0
ABSA BANK KENYA PLC	MOBILE BANKING LOAN	KES. 10,000	KES 0	KES 0
ABSA BANK KENYA PLC	MOBILE BANKING LOAN	KES. 1,500	KES 0	KES 0
ABSA BANK KENYA PLC	MOBILE BANKING LOAN	KES. 8,000	KES 0	KES 0
ABSA BANK KENYA PLC	MOBILE BANKING LOAN	KES. 1,400	KES 0	KES 0
ABSA BANK KENYA PLC	MOBILE BANKING LOAN	KES. 14,200	KES 0	KES 0
ABSA BANK KENYA PLC	MOBILE BANKING LOAN	KES. 14,000	KES 0	KES 0
ABSA BANK KENYA PLC	MOBILE BANKING LOAN	KES. 10,000	KES 0	KES 0
KENYA COMMERCIAL BANK LIMITED	MOBILE BANKING LOAN	KES. 15,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 2,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 2,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 2,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 2,000	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 1,500	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 2,000	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. 2,500	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 3,500	KES 0	KES 0
MSHWARI	MOBILE BANKING LOAN	KES. 4,500	KES 0	KES 0
TALA	MOBILE BANKING LOAN	KES. 8,000	KES 0	KES 0
TALA	MOBILE BANKING LOAN	KES. 5,000	KES 0	KES 0
TALA	MOBILE BANKING LOAN	KES. 8,000	KES 0	KES 0
BRANCH	PERSONAL LOANS	KES. 500	KES 0	KES 0
FULIZA M-PESA	OVERDRAFT	KES. 367	KES 0	KES 0
FULIZA M-PESA	OVERDRAFT	KES. 841	KES 0	KES 0
FULIZA M-PESA	OVERDRAFT	KES. 1,000	KES 0	KES 0

COMMENTS

As of 5<sup>th</sup> August 2021, Sylvia Kerubo Ondieki has 11 open loan accounts; 3 Mobile Banking loan accounts from Absa Bank Kenya Plc and Mshwari, 5 Business Working Capital Loans from Stanbic Bank Limited and 3 Overdraft loans from Fuliza M-Pesa with a principal amount of **KES 91,053**. She is currently servicing the loan with installment amount sum of **KES 87,709** and worst current arrears of **121 Days** hence a total loan balance of **KES 70,884**

Sylvia Kerubo Ondieki also has 31 closed loan accounts amounting to **KES 185,354** which she serviced apart from 1 credit card loan and 2 Mobile Banking loans from Absa Bank Kenya Plc which were closed but with a balance of **KES 60,319**

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## NATIONAL CRIMINAL DATABASE SEARCH

NAME	IDENTITY NUMBER	POLICE CLEARANCE REFERENCE NUMBER	STATUS
SYLVIA KERUBO ONDIEKI	32525149		NO REPORTED OFFENSES

## COMMENTS

Sylvia Kerubo Ondieki of Identity Number 32525149 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 August 2021.

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## SOCIAL MEDIA

DESCRIPTION	ADVERSE STATUS	SOCIAL MEDIA HANDLE	COMMENTS
FACEBOOK	NO ADVERSE MENTION FOUND	N/A	
TWITTER	NO ADVERSE MENTION FOUND	N/A	
LINKEDIN PROFILE	NO ADVERSE MENTION FOUND	<a href="https://www.linkedin.com/in/sylvia-kerubo-14b18b17a/">HTTPS://WWW.LINKEDIN.COM/IN/SYLVIA-KERUBO-14B18B17A/</a>	
GOOGLE SEARCH	NO ADVERSE MENTION FOUND	N/A	



## **LINKEDINPROFILE Photographic Evidence**

### **LINKEDINPROFILE Comments**

Following a thorough search using names, phone number and email address, Sylvia Kerubo'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, Sylvia Kerubo ondieki'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, Sylvia Kerubo appears not to have a Facebook account



## **TWITTERPhotographic Evidence**

### **TWITTERComments**

Following a thorough search using names, phone number and email address, Sylvia Kerubo appears not to have a Twitter account