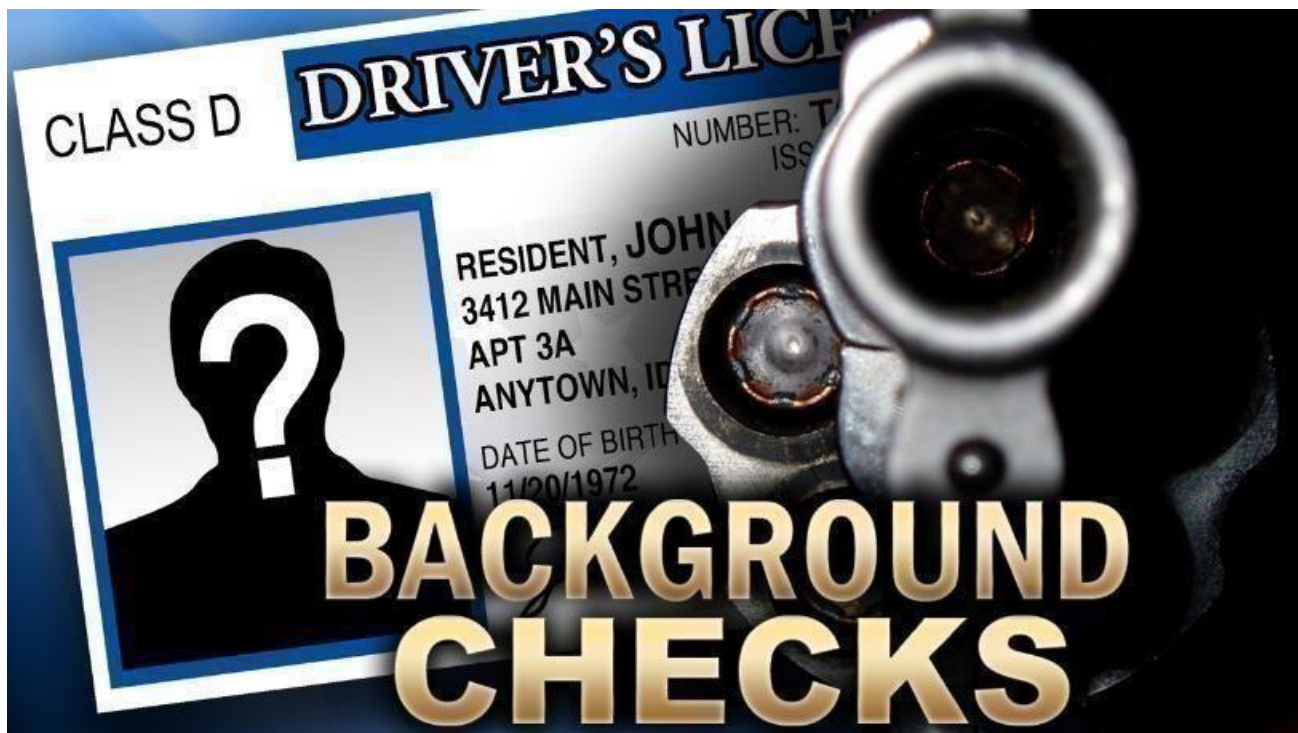




**FACILITATING SAFE RECRUITMENT DECISIONS**



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@darubini\_int



Darubini Screening International Company



Darubini Screening International Company

## INTRODUCTION

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Efficient recruitment can be the foundation of many benefits to a company. Your recruitment process matters because it can supplement your company's efforts in realizing its organizational goals. That is where Darubini Screening International Company comes in. Darubini was incorporated with the purpose of making life easier for employers by alleviating the security pain involved in recruitment. Our objective is to support organizations make safer recruitment decisions based upon facts that can only be obtained from a properly conducted Security Vetting and Screening exercise. We provide you with programs that help minimize the risk of making unbecoming recruitment decisions; which if unchecked, could lead to fraud, dishonesty or misconduct and cause damage to your brand, reputation and financial standing.

At Darubini, we get commissioned to perform Vetting and Screening Services for candidates, pre-employment and during employment by our recruitment agents, companies as well as individuals. We exercise this with professionalism, due diligence, integrity and confidentiality.

We have a wealth of experience in developing and implementing background checks and security clearance procedures for companies operating in both the private and public sectors. Our industry experts take you through the screening requirements and recommend the best options for your organization. You will be provided with clear and concise descriptions of the employment screening package components, associated delivery timelines and costs. We genuinely value our customers and believe in great team work thus, maintain regular contact with you through our account management program, meetings and structured service reviews.

### History

Darubini Screening Company Limited was incorporated on 19<sup>th</sup> November Two Thousand and Thirteen under the Companies Act (Cap 486), Registration Number CPR/2013/123583 and that the Company was mandated to provide Background Checks and Employee Screening Services.

In the year 2016, on the Twentieth Day of April, Darubini Screening Company Limited changed its name to Darubini Screening International Company Limited under the Sole Directorship of Ms. Hadija M. Jama with the Registration Number PVT/2016/010109. In this year, there were several company's system upgrades that ensured that it is equipped with the right technology for fast background checks processing.

To date, the company has continued to equip itself technologically leading to its massive growth both locally and internationally making it have the best turnaround time for background checks.

### *Our Vision:*

To be a global leader of excellence in Vetting and Screening Services of all Employers.

### *Our Mission:*

We exist to provide high quality Vetting and Screening Services to Employers who are our esteemed clients. We commit to deliver memorable experiences to our Clients, a great environment that fosters growth to our employees, a good return to our shareholders, keep our obligation to the authorities and operate responsibly while supporting the community.

### ***Our Core Values:***

**Integrity:** We are honest and deliver what we promise.

**Excellence:** We are consistent and reliable in delivering exceptional services.

**Team work:** We are team players that commit to deliver team goals. We are flexible, cooperative and show compassion to others.

**Professionalism:** We are ethical, courteous and civil in our conduct. We ensure that we deliver skillful and competent operations and interactions.

**Confidentiality:** Our clients' information is always confidential ensuring that no third parties obtain that set confidential information

## Why conduct background checks?

Statistics show that:

- Companies have hired a candidate with false details which has led to losses
- HR managers frequently experience cases of misrepresentation on CVs from prospective job applicants
- High proportion of illegal immigrants use false documents to gain employment

## Need for continuous screening

Screening does not stop with an employment application. We recommend a proactive approach as continuous Vetting & Screening in-job is required to pick up any changes in lifestyle, affluence or the acquisition of criminal records post-employment. This process is as critical to the welfare and success of a company as is pre-employment screening.



## What we do for you:

We tailor-make these checks to suit your needs, depending on your organization.

✚ Investigations	✓
✚ ID Checks	✓
✚ Academic Qualifications Check	✓
✚ Professional Qualifications / Membership Check	✓
✚ Personal Reference Verification	✓
✚ Employment Reference Qualification	✓
✚ Credit Reference Check	✓
✚ Criminal Record Check	✓
✚ Ethics and Anti-Corruption Checks	✓
✚ Driving License, PSV, Motor Vehicle Search / Inspection Check	✓
✚ Fingerprints and Photo Comparison	✓
✚ Tenant Screening	✓
✚ Drug Screening	✓
✚ Medical Examination	✓
✚ Company Due Diligence	✓
✚ Bankruptcy Search	✓
✚ Directorship Search	✓
✚ Undeclared Links	✓
✚ Property Ownership Search	✓

Social Media Search	<input checked="" type="checkbox"/>
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## ABOUT US:

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Darubini Screening International Company is comprised of a team of experts providing tailor-made Vetting and Screening Services to organizations as well as individuals.

We work closely with the Government, Forensic Experts, Law enforcement Agencies, Recruitment Agencies, Employers and Academic Institutions to execute our exercise to ensure that Vetting is delivered on time and with minimum impact to the resourcing process of the Client involved.

### *The Team*

#### **Director/Founder:**

**Hadija Jama** has more than 35 years of experience in **Human Resource Management**, formerly at CFC/Stanbic, Trade Bank and Citi Bank and member of the American Society for Industrial Security (ASIS) having attended the 2015, 2017, 2018 and 2019 Conferences in Los Angeles, Dallas, Las Vegas and Chicago respectively. She has also attended the ASIS African Security Conference 2018 in Lagos, Nigeria. She is a member of the ASIS Kenyan Chapter and she is the Vice Chair. She is the Company Director. She ensures the balance of staff in terms of skills and experience for our Organization. This basically makes the recruitment process a walk in the park.

**George Arum** is a criminologist by profession. He holds the position of **senior Investigator**. He holds masters of Arts Degree in Criminology and Social Order from the University of Nairobi and a B.A in Criminology and Security Studies from Egerton University. He has a background in security consultancy and investigations with over fifteen years of experience in anti-illicit trade investigations in East, Central and West Africa. Mr Arum has undertaken investigative tasks for Samsung Kenya Limited, Hewlett Packard (HP), Epson, Canon, Glaxo Smith Kline Kenya, BBC, Caterpillar, amongst others. Mr Arum is also a certified Fraud Examiner and a member of the prestigious Association of CERTIFIED Fraud Examiners (ACFE) and he is also a member of the American Society for Industrial Security (ASIS). Locally, he is a member of professional Trainers Associations of Kenya, (PTAK), Kenya Professional Society of Criminology (KEPSOC) and professional and safety Association of Kenya (PROSAK). He is currently undertaking his doctoral studies at Kenyatta University

#### **Verification Specialists:**

- 1. Kechi Kenyatta** is **The Senior Verification Officer**. He holds a Bachelor of Science in Forensic Science from Kenyatta University and a Certificate in Business Management from Miramar International College. He is a member of The American Society for Industrial Security (ASIS) the Kenyan Chapter. He has a vast background in Forensic Investigations and Background Checks. He is technologically adept and has exemplary Fingerprint Analysis and Classification Skills which perfectly augments his investigative capabilities. Thorough and Exceptional analytical skill-oriented person. Quick learner of modern forensic tools for conducting investigations.

2. **Mose Hesbon** is a **Criminologist** by profession with high level of verification skills. He holds the position of **Assistant Verification Specialist**. An ambitious, self-driven, and responsible person with methodical, a can do “winning” attitude approach to work and strong drive to see things to completion. He uses his level of expertise for investigation and verification of documents.
3. **Eugene Maundu** is **Forensic Scientist** by profession, holds the **Assistant Verification Specialist** position. He is a versatile investigation officer adept at taking on routine business assignments with a resourceful and creative approach. He is recognized as a driven, hardworking with excellent analytical and planning skills that drives the business objectives
4. **Molvin Govedi** is a **Human Resource Manager** by profession. She possesses adequate and relevant knowledge in the field of Human Resource, excellent numerical and data entry skills along with a comprehensive understanding of Human Resource commercial, administrative and accounting procedures. She is a self-motivated individual with the ability to communicate, conceptualize and analyze problems. She holds the position of **Assistant Verification Specialist**.
5. **Hifano Ntembi** is an **IT Technician** by profession. She commands great mastery in the technical field. She holds the position of an **Assistant Verification Specialist**. She’s a thorough technical problem solver and a detailed individual with critical thinking abilities, fast learning and analytical skills, and sound judgment.

**THE DARUBINI SCREENING INTERNATIONAL COMPANY TEAM DURING THE ASIS CONFERENCE HELD AT SERENA HOTEL ON THE 5<sup>TH</sup> MAY 2022**





## **Security and Investigations:**

We emphasize in finger printing and documentation analysis. We have specially trained experts in these fields as well as detection of untruthful potential employees. We also put detailed emphasis on document analysis to avoid fraudulent documentation. We will implicitly focus on each individual client based on their market of expertise. This in turn gives us the unique ability to serve our clients better as individuals and not impose security practices as a blanket whole!

We have a wonderful team that is truly committed to giving you a great and memorable experience during and after service provision. Our employees are remarkable team players who bring new ideas and strive to establish and maintain strong relationships with our clients. They also work well to give you good turn-around times that are agreed upon by both parties. At Darubini, we want our employees to be happy in their work therefore, we aim to motivate and support them through creating a sustainable and comfortable work environment. Taking care of our employees ensures their commitment in serving you better.

## **Document Certification/Notarization for Foreign Use**

Attestation of Documents is the normal verification that we do. However, because this one involves Verification of Documents for foreign use, a procedure with strict legal technicalities is involved.

Countries usually follow the October 5, 1961, Hague Convention that requires countries to issue a Notary Verification for local documents to be used in foreign countries. However, Kenya is not a signatory of this convention. Due to this, we do what is called Legalization of Documents. This process involves a procedure that will be summarized below.

1. Documents to be legalized are presented to the Notary Public, otherwise known as Commissioner of Oaths.
2. Commissioner of Oaths places a seal on the Documents and Sign.
3. Commissioner of Oaths is required to obtain a letter from the High Court of Kenya stating that he/she is recognized as a Commissioner of Oaths in Kenya.
4. The Notarized/Certified Documents are taken to the ministry of Foreign Affairs (Huduma Centre). The Foreign Affairs Ministry should issue a letter. This should take four (4) working days or a timeline communicated by the ministry.
5. The Notarized/Certified Documents are taken to the embassy. This takes 3 to 5 working days. Communication with individual Embassies should be made in order to confirm the correct timelines.

## SOME OF OUR CLIENTELE:

Darubini Screening International Company provides its services to the most reputable companies in the market both local and international. These include but are not limited to:



بنك دبي الإسلامي  
Dubai Islamic Bank



AON | Global Network Correspondent



## GET IN TOUCH

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### **NAIROBI**

**Physical Address:** 5<sup>th</sup> Floor TRV Office Plaza, Muthithi Road, No. 58

**Postal Address:** P.O. Box 6079-00100 GPO, Nairobi, Kenya

**E-mail:** [info@darubiniscreening.com](mailto:info@darubiniscreening.com) **Web:** [www.darubiniscreening.com](http://www.darubiniscreening.com)

**Tel:** +254 738 743 008, +254 772 743008, +254 771 943 011, +254 746730594



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