



DARUBINI
SCREENING INTERNATIONAL COMPANY

COMPANY PROFILE

Facilitating Safe Recruitment Decisions

Introduction

“The Best Value Comes From
the Integrity of Successful &
Working Perfectly”



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About Us

Darubini Screening International Company aims to simplify the recruitment process for employers by reducing security concerns. Their objective is to help organizations make safer recruitment decisions based on proper Security Vetting and Screening exercises. Darubini provides programs to minimize the risk of making unsuitable recruitment decisions, which can lead to fraud, dishonesty, or misconduct, damaging a company's brand, reputation, and financial standing. By implementing these measures, Darubini helps organizations achieve their organizational goals and maintain a positive reputation.

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.



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COMPANY HISTORY

Darubini Screening International Company Limited has been in operation for over 11 years, having been initially incorporated as Darubini Screening Company Limited on 19th November 2013 under the Companies Act (Cap 486), with Registration Number CPR/2013/123583. The company was mandated to provide background checks and employee screening services. On 20th April 2016, the company changed its name to Darubini Screening International Company Limited under the sole directorship of Ms. Hadija M. Jama, with a new Registration Number PVT/2016/010109. That same year, the company implemented significant system upgrades to adopt advanced technology for faster background check processing. To date, Darubini Screening International has continued to leverage cutting-edge technology, driving its substantial growth both locally and internationally, and achieving one of the best turnaround times for background checks in the industry.

VISION

To be a Global Leader of Excellence in Vetting and Screening Services of all Employers.

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, keeping our obligation to the authorities, and operating 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.
- Teamwork:** We are team players that commit to delivering 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 client's information is always confidential ensuring that no unauthorized parties can obtain the 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?

- ➔ **Investigations**
- ➔ **ID Checks**
- ➔ **Academic Qualifications Check**
- ➔ **Professional Qualifications / Membership Check**
- ➔ **Personal Reference check**
- ➔ **Global Sanctions check**
- ➔ **Litigation Check**
- ➔ **Employment ReferenceQualification**
- ➔ **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**



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OUR TEAM

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.

DIRECTOR/FOUNDER

Hadija Jama

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 attended the ASIS African Security Conference in Lagos in 2018 and in Abuja, Nigeria, in 2023, She attended Sub-Saharan conference in July 2024. She is a member of ASIS International as well as the ASIS Kenyan Chapter. She is a company director who ensures a balance of staff in terms of skills and experience for our organization. This significantly streamlines the recruitment process.

SENIOR INVESTIGATOR

George Arum is a Criminologist by profession. He holds the position of Senior Investigator. He holds a Master 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 The Professional Trainers Association of Kenya(PTAK), The Kenya Professional Society of Criminology (KEPSOC), and the Professional and Safety Association ofKenya (PROSAK). He is currently



VERIFICATION SPECIALISTS:

Mose Hesbon is a criminologist by profession with exceptional leadership and verification skills. Currently, he serves as the Senior Verification Specialist and Office Administration Assistant. He is a member of ASIS International and the ASIS Kenyan Chapter. Mose approaches his work with a systematic and determined mindset. His commitment to scrutinizing and validating documents reflects his proactive and results-oriented approach, ensuring tasks are carried out meticulously.

Mercy Ngeru, a forensic scientist and member of ASIS International and the ASIS Kenyan Chapter, began her career as a Forensic Analyst at Kenya Wildlife Services before joining Darubini Screening as an Assistant Verification Officer. Passionate about data analytics, she ensures quality and accuracy through meticulous attention to detail, integrity, and critical thinking.



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SECURITY AND INVESTIGATIONS:

We emphasize in fingerprinting and documentation analysis. We have specially trained experts in these fields as was the 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 the 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 issues a letter. This should take four (4) working days or a time line 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.



Our Clients

We serve different industries ranging from but not limited to the following



Financial Institutions



NGOs



Engineering and Constructions Companies



Domestic Workers



Security & Legal Firms



Energy Transport & Logistics



Tellecommunication Industries



Pharmaceutical Industry



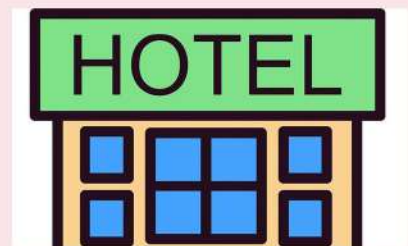
Marketting & Media Brands



Trade Industries



Learning Institutions



Hospitality Institutions



DARUBINI
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OUR

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