**HANDOVER PROCESS CHECKLIST**

Person Handing Over: Maureen Kirimi

Job Title: Digital & Social Media Lead

Handover Period: From: 23rd September 2021 To: 27th September 2021 (3 days)

***This will help to avoid disruption to the ongoing business.***

|  |  |
| --- | --- |
| **Task** | **Person Responsible** |
| LLF Translations (From Lina) | Abdul |
| Goma Serena Artwork requests | Reuben |
| Newmark Social Media (Twitter, Facebook, LinkedIn & Instagram) Social Media Banners (Dennis) | JaneLiza & Doreen |
| Newmark IMC | Patrick |
| Strategy Document | Doreen |
| AFRAA Social Media Content | Nina (She can contact me via WhatsApp or call for any urgent client requests) |
| Goma Social Media Content | Maureen (Will be scheduled and ready to go up for the days I’ll be gone) |

***JaneLiza will be in charge of the Digital Team for the period stated above.***