**HANDOVER PROCESS CHECKLIST**

Person Handing Over: Maureen Kirimi

Job Title: Digital & Social Media Lead

Handover Period: From: 14th June 2022 to 19th June 2022

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

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| **Task** | **Person Responsible** |
| Goma Serena Translations | Abdul |
| Goma Serena Artwork requests | Reuben |
| Newmark Social Media (Twitter, Facebook, LinkedIn & Instagram)  Social Media Banners (Dennis) | Wanjiku |
| Newmark IMC | Patrick |
| AFRAA requests | Janeliza |
| AFRAA Social Media Content | Janeliza (She can contact me via WhatsApp or call for any urgent social media client requests) |
| Goma Social Media Content | Maureen (Will be scheduled and ready to go up for the days I’ll be gone) |
| AYCI Requests | Wanjiku (She can contact me via WhatsApp or call in case of anything) |

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