

COMPANY PROFILE

EMPIRICAL BUSINESS SERVICES (PRIVATE) LIMITED

1. WHO WE ARE

EMPIRICAL BUSINESS SERVICES (PVT) LTD is a business consultant company that was registered under the laws of Zimbabwe in 2001. Its main business is to provide consultancy & secretarial support services to upcoming and established business entities, associations and individuals at large.

OUR HISTORY

The company started with humble beginnings, initially as a family business with a small office and renting one desk, chair and computer. With the grace of the Lord, EBS has grown, and now includes non-family members and has acquired vast knowledge. The idea being not only to gain invaluable mileage in our company's corporate image, but also that of our clients through our "Empirical Evidence". Our general approach is one of a conservative, professional and prepared response.

We pride ourselves in being an ALL-IN-ONE office, providing both consultancy and the complimentary service, affording our clients low costs and swift turnaround.

EBS believes in proper planning, thus we feel that low publicity and high input and research have helped us focus on what is important for both ourselves and our clients (quality and delivery).

We are pleased to say we have proven our potential and capability to efficiently execute any given secretarial task to the maximum satisfaction of the client.

With such a vision at heart we see ourselves as owing our clients delivery of what we promise and furthermore what goes beyond their expectations.

2. LOCATION

Empirical Business Services is situated in the Central Business District (CBD) for the convenience of clients' access, 30 Samora Machel Avenue, HARARE, Zimbabwe

3. VISION

To become the most innovative and preferred business consultant in the region and beyond

4. MISSION

To be the most passionately preferred business consultancy firm, while striving to provide our clients with the optimum service through:

- ⇒ Timeous delivery to meet agreed deadlines
- ⇒ Commitment to excellence
- ⇒ Strict compliance to the requirement specification of the client
- ⇒ Competitive pricing and value for money
- ⇒ High respect for clients
- ⇒ Efficiency and Effectiveness
- ⇒ Confidentiality

5. VALUES

- ⇒ Accountability
- ⇒ Integrity
- ⇒ Teamwork
- ⇒ Passion

5. SERVICES OFFERED

5.1 COMPANY FORMATION

- Private Business Corporation
- Private Limited
- Public
- Trusts/Foundation
- Cooperatives
- Partnerships

5.2 COMPANY SECRETARIAL

- File maintenance
- Effecting any changes within companies
- Change of name
- Allotment of shares
- Increase of shares
- Amends
- Share certificates
- Annual returns
- Facilitate board meetings etc.

5.3 ADMINISTRATION AND SECRETARIAL

- Conference organizing/coordination to report production
- Minute taking and production of minutes
- Relief Secretaries
- Secretaries of Associations
- Message Service
- Audio typing/transcribing
- General word-processing/typing
- Printing & Photocopying

6. OUR CLIENTS

The following is a few of our clients at corporate level most of whom we have a business relationship since the inception of the company in 2001. However, due to the nature of the business we have 100+ of individuals whom we have assisted in realizing their dreams.

Client

ADVERTISING MEDIA ASSOCIATION (ADMA)
ADVERTISING STANDARDS AUTHORITY (ASA)
BILBOES INVESTMENTS P/L
GAT INVESTMENTS & subsidiaries
HEALTH CAPITAL CORPORATION P/L
TRIPPLE D P/L and subsidiaries
TN GROUP OF COMPANIES
LIFESTYLE HOLDINGS LIMITED & subsidiaries
COMPETITIVE EDGE
PAN AFRICA MINING P/I
SUCCESS MICROFINANCE BANK LIMITED
STEWARD BANK LIMITED

7. MANAGEMENT

Empirical Business Services is manned by qualified, skilled and highly committed personnel.

7.1 MUNYARADZI ROSELYN MOTSI (FOUNDER AND MANAGING DIRECTOR)

Mrs M R Motsi has over 20 years of experience in the Secretarial field. She has worked for the Air Force of Zimbabwe, Zimbabwe Institute of Public Administration & Management, Prestige Business Services, to name a few, as an Administrative Secretary and hence has acquired vast experience in business administration.

Mrs Motsi has proven to be a leader of substance who can take the company to greater heights. Her passion for Excellency and client satisfaction will go a long way in achieving long term maximum returns to the company.

7.2 EMMANUEL TAKUDZWA MOTSI (BUSINESS DEVELOPMENT EXECUTIVE - DIRECTOR)

Emmanuel is a very young and innovative business consultant. Equipped with a business computing and information systems qualification, he augments the objectives of the business through business processes efficiency. He is currently charged with the general operations of the company.

7.3 EDDRIGT MUJAYA (CONSULTANT)

Mrs E A Mujaya has been very supportive through the proper implementation of her valuable ideas to the company. Having previously worked for very reputable companies in the country and abroad, her credibility, innovation and academic background, have made her an asset to the company. She is currently charged with proffering advisory services to the company

8. STAFF COMPLEMENT

In addition to the management team, Empirical Business Services has a staff complement of 3 permanent staff and 5 contract workers.

9. CONTACT DETAILS

Telephone: (0242) 709 987

Email: ebs@iwayafrica.co.zw

Website: www.empiricalbusiness.co.zw

Mobile: 0712 503 779

0733 516 738

0779 519 684

0772 236 142

10. BANKERS

BANKERS: STEWARD BANK

A/C NO: 1000010387

TRADE REFEREES

1. ADVERTISING MEDIA ASSOCIATION
SUSAN MAKORE (*immediate past chairperson*)
0773286517

2. STEWARD BANK
Charmaine Daniels
0774 222 794
OR
Ketherine Musariri
0771 222 020

3. GAT INVESTMENTS
Tandie Chikosha
0772358210