Taking global corporate outsourcing to the next level

*Intelligent support that helps your business to thrive*

CORPORATE SERVICES

*“Cenza has completed all the dispatches on time. Big thanks to you and your team for this successful completion. It has been great working with you. Cenza comes through as a very professional, well-managed, and quality conscious organization. If there are opportunities in the future, it will be our pleasure to work with Cenza again.*

In a highly complex marketplace, businesses are expected to do more with less. Outsourcing can help meet this challenge head on.

Developing customised solutions designed to meet your needs and toughest challenges, our corporate services include:

* Contract Management
* Data Abstraction
* Document Indexing
* Desktop Publishing

**We are also ISO certified for both quality management and information security.**

**Contact Cenza today to find out more**

CONTRACT MANAGEMENT

Helping to keep you competitive and compliant

To meet compliance requirements and manage contractual rights and obligations, businesses must understand what’s in their contracts. We help you do this.

Our contract managememt services include:

* Creating and managing contract databases
* Auditing of contracts
* Abstracting and indexing of contracts
* Converting static contracts to dynamically linked, easy to navigate content
* Reviewing contracts for due diligence and other purposes
* Drafting contracts
* Monitoring obligations and managing amendments
* Ongoing contract administration
* Dealing with legacy contracts

We help you to:

* Increase profit and improve operations with accurate management of your contract renewals, rights, and obligations
* Reduce compliance risk with more accurate insight
* Gain control of documentation in major projects involving many contracts
* Operate more quickly by leveraging time zone differences
* Respond to fluctuating workloads with speed and flexibility
* Free your in-house teams to focus on higher value work

**Find out more about how we helped a top 5 global bank with its contract management requirements**

DATA ABSTRACTION

Taking on your asset-intensive challenges head on

Our unconventional process models help to transform your data into meaningful, actionable information.

Digitising and distilling relevant business data from large volumes of hard copy, our data abstraction services use advanced analytical and technical skills to deliver greater output and increased process efficiency.

Adopting a consultative approach at all times, we work with you to understand and define your data capture requirements, with inbuilt quality review processes.

With a plethora of sophisticated data abstraction tools, we provide the peace of mind that comes with working with the best in the business.

We help you to:

* Access the right business information at the right time
* Deliver insightful business information that leads to improved business intelligence and decision-making
* Bridge the gap between business and IT terminology and technology
* Access more accurate, reliable data from a variety of sources
* Manage data consistently across a variety of sources and platforms – delivering end-to-end control to your business
* Ensure your data is secure at all times
* Protect applications and data from future changes, minimising disruption to your operations
* Reduce costs through more streamlined data access.

**Find out more about how we helped a top 5 global bank with its data abstraction requirements**

DOCUMENT INDEXING

Improving your productivity and profitability

Reducing the time it takes to retrieve documents, our document indexing services can help you to work more efficiently.

With access to readily available, quality data more important than ever, we removing the hassle that comes with searching and retrieving business relevant documents.

Creating centralised systems that sort and index your documents accordingly, we help your business to operate more efficiently. And, with a consultative approach, we work with you to understand and define your document indexing requirements.

With tried-and-tested experience creating successful custom-built data indexing solutions for some of the world’s leading companies, and a plethora of state-of-the-art offshore indexing tools, our enhanced indexing skills deliver real value to your business.

We help you to:

* Save valuable business hours
* Improve business-decision making
* Build an impressive knowledge base with secure storage of data
* Manage data consistently across a variety of sources and platforms – delivering end-to-end control to your business
* Avoid organisational silos, miscommunication and bottlenecks
* Enable remote working
* Scale your operations up and down as required
* Confidently meet turnaround deadlines, regardless of the volume of documentation
* Improve the quality of your image processing
* Access specialised dedicated teams rather than relying on temporary staff
* Reduce data storage costs.

**Find out more about how we helped a leading document management company with its document indexing requirements**

DESKTOP PUBLISHING

Maximise cost savings and present your business in the best possible light

With access to the latest digital technologies and a highly skilled workforce that would otherwise require a significant level of investment, we help revolutionise your document management processes.

Finding new ways to streamline operations is a key challenge for most organisations. Increasingly, businesses are looking to outsource their DTP requirements to meet this challenge head on.

With a range of document editing services across a plethora of formats and software, and a unique consultative approach, we work with you to understand and define your document service requirements.

With fast turn-around times and exemplary attention to detail, our highly skilled team can scale up and down as required, delivering real value to your business.

We help you to:

* Streamline your operations resulting in increased efficiency
* Save time, money and effort, freeing up your business to focus on innovation and growth
* Deliver a high quality of work that meets international standards
* Access the latest desktop publishing software without additional investment
* Leverage economies of scale by de-skilling and automating commoditised work
* Leverage time zone differences with the ability to have work completed on a 24-hour basis resulting in quicker client-service processes
* Achieve the peace of mind that comes with knowing your business is in the hands of trusted specialists.

Contact us today to find out more