



**SINDANA CONSTRUCTION
COMPANY**
Seize the Opportunity

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COMPANY PROFILE

THE COMPANY

How We Work

We specialize in acquisition of services and comprehensive supply chain management for corporate clients in Kenya. We know the importance to provide help to each unique client in finding the right products, services or equipment at a sensible price.



Our Mission

Timely completion/Delivery of Satisfactory Work/Service to the customer



Our Vision

To provide quality works and services that meets the demands in the dynamic world



Company Focus

Sindana Construction Co. ascent to market leadership is the fruit of our perpetual focus and emphasis on high quality service delivery. We work diligently to meet the needs of each individual or corporate client with carefully tailored solutions based on industry best practices.

Building Materials Supplies

Sindana Construction Co. is your local number one friendly facilitator and supplier of building and construction materials and associated services to contractors and end users. We work closely with some of the biggest manufacturers and distributors in Kenya and we give an unrivalled service to customers who require these services on a daily basis. We supply the following building materials: Fencing, Building Supplies, and Plastering Materials, Plumbing Materials, Timber, Flooring, Doors & Windows, Electrical Supplies, Bathrooms, Kitchens, Painting and Decorating Materials, Sealants, Adhesives, Nails, Screws, Fixings, Scaffolding and many more items. If you have any questions please get in touch.

All of our employees pride themselves on being hard working, safe and professional. Whether you need drywall, insulation, acoustical tile or construction accessories, we've got your jobsite needs covered. We are fully equipped to load and deliver building materials to the most complex job sites. We use specialized equipment such as truck mounted forklifts and skilled delivery personnel to ensure your material is shipped worry-free.





General Supplies

Sindana Construction Co. general Supply serves small businesses, corporate companies, corporations and Government Departments. We specialize in the distribution of various types of supplies.

The company does supplies Nationally of office stationery, office electronics, electrical, building materials, cleaning equipment, Plumbing and many more. When it comes to office stationery we really cover a vast array of everyday office items. We supply all major brands and cover the whole spectrum of products including:

**Envelopes, Writing, Graphic Supplies,
Desktop Accessories & Labels Books, Pads, Diaries,
Personnel Files, Binders, Indices, Office Tapes & Adhesives
Continuous Stationery, Clips & Fasteners**

General Supplies and Maintenance



Sindana Construction Co. specializes in the provision of cost effective products and services ranging from office supplies, electronics products and accessories, supply of food stuffs, beverages, office automations construction material supplies, and stationeries among others all over Kenya. We focus on delivering high-impact solutions that incorporate customized functionality specific to the client's requirements. The combination of thorough process, comprehensive experience and expansive creative vision enables us to provide services and products that are innovative, usable and reliable.



Supplies



Supply of Office Stationeries



Supply of Detergents & PPE'S



General Maintenance

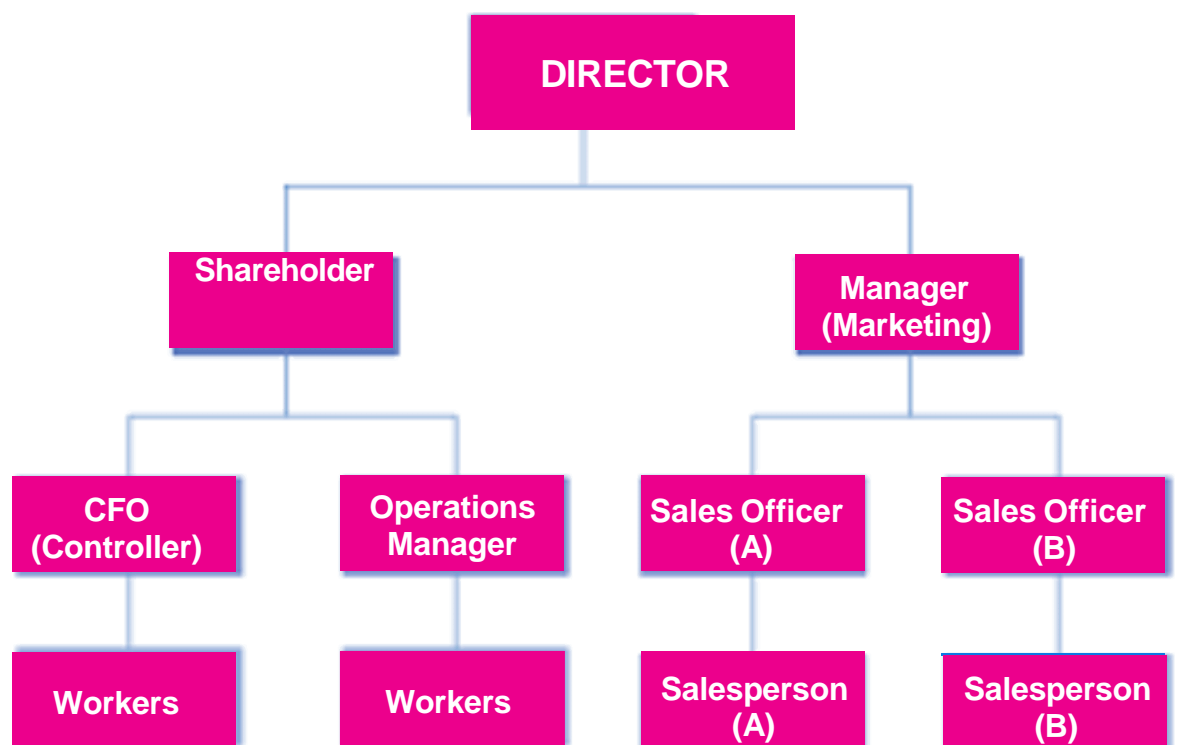
Sindana Construction Co strives to provide Maintenance and Management solution to Government Departments and commercial property owner in Kenya. although we are aware that management and maintenance are different solutions, we are happy to announce that as a team of professionals we are able to provide you with property management services.

We understand how time consuming and stressful it can be to own commercial property in Kenya we do understand that having the right team of professionals available to deal with the problems that could possibly occur gives you the ability to continue with your business and servicing of your clients with ease Let **Pamwe Ventures** Management Team provide you with the solutions to the problems that prevent you from having a great day at the office and keep you awake at night .



Organizational Structures

At Erandme Investment Ltd. we have an organizational structure with a group of rules, roles, relationships and responsibilities that outline how our activities are directed to meet our goals. It also governs the flow of information through levels of the company and outlines the reporting relationship among midlevel staff, senior management, executives and owners.



Lead Management Positions

Director -- This person is the driving force behind the company; he makes things happen, put together the resources to support the company and take the product to the market place.

Shareholder - this person is the one who makes sure company operations flow smoothly and economically. She is responsible of accessing company information and monitor the company's performance..

Marketing or Marketing Manager -- Few businesses can be successful without marketing their products to the customer. That is why we have hired this individual who have both marketing and industry experience.

Chief Financial Officer (CFO) or Controller- The responsibility of one role is to seek money; that is, to look for investors and deal with banks, lenders, etc. The responsibility in the Controller role is to manage money and watch over the assets of the company.

Key personnel in a value-added business and their duties include:

Operations manager. This individual is the leader for the operation and has overall responsibility for the financial success of the our company. The operations manager handles external relations with lenders, community leaders and vendors. Frequently, this individual also is in charge of either production or marketing for the business. This person will set in motion the vision, strategic plan and goals for the business.

Accountant, bookkeeper, controller. We have hired a professional accountant for filling this role has the responsibility for monthly income statements and balance sheets, collection of receivables, payroll and managing the cash. The key aspect here is managing the cash.

Office manager -This person also serves as human resource director, purchasing agent and "traffic cop" with salespeople and vendors. This employee, in general, will oversees everything not involved in production and may also handle some marketing duties.

Receptionist. our receptionist handles phone calls, greets visitors, handles the mail, does the billing and performs many other tasks as required by the office manager.

Foreperson, supervisor, lead person. This individual is the second-in-command in the shop and oversees production in the absence of the general manager or president. This position usually have an overall understanding of all aspects of the business and also will handle working with new employees, including setting up training and schedules.

Marketing manager. If finances permit, the marketing manager handles all aspects related to promoting and selling the products.

Shipping and receiving person or manager. This may not be a full-time position in a start-up business. We have however assigned the task of packaging, ordering transportation for delivery, receiving incoming material and warehousing of finished goods and stock to one of our very able staff member.

Professional staff. We have professional staff resources. These include an accountant (CPA), a lawyer and information technology (IT) consultant.

CONTACT

information



Contact Us



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BUNGOMA



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