**Company Profile**

**Company Name: Megatrends Digital Consult (Studio)**

**Company Logo:**

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**Company Address: Beside ODLT 1, Amphitheater, O.A.U Ile-Ife**

**Company Contact details:**

**08035219578**

**Services rendered by the company:**

* **Services rendered by the company:**
* **Professional Photography**
* **Events Photography**
* **Videography**
* **Modelling Shoot**
* **Product Shoot**
* **Printing (D.I)**
* **Training**

**A descriptive essay about the company:**

**Megatrend’s multimedia studio is a multifaceted organization. We add values to life. We vest our interest in the area of multimedia but also spread our tentacles to other business activities in order to give our customer varieties within the spaces of life and to keep our customers close to us.**

**Due to the global acceptances of information technology, our organization has found out that it is hardly ever possible to survive in the age without information technology or the use of digital equipment most especially our areas of multimedia. So, megatrends stand out of the multitude to provide services of high quality that can be compared with the international standard of photography and offers printing service (D.I) which gives us edge over others.**

**DUTIES:**

**In megatrends we make sure that our production is our duty.**

**AIMS:**

* **To satisfy our customer with our products**
* **To market our products**
* **To produces in other to reach our goals.**

**AREAS OF STANDING OUT**

**The management will from time-to-time research on how other big companies of photography and printing services outside Ile-Ife run their organization effectively with results. As this will enhances or ensure for possible idea, information and make the company improve better and stand out among its local competitors within Ile-Ife.**

**STAFF PLANS/FOCUS**

**With the establishment of the company’s Printing services as part of its expansionary programmed, the offices will have the following numbers or segments of working staffs.**

**PHOTOGRAPHY ARM**

**Would comprise of:**

1. **2 photographs of day and night shifts. But if night shifts are not needed, then the offices can make do with one.**
2. **4 Editors: they will be fully involved in the fast editing of pictures to ensure that every customer is quickly attends to and satisfied.**
3. **1 receptionists/customers care officers: who would receive customers and enter the daily sales and also make booking with them to see the manager and collect customers data. Other function is stated in the company’s code of conduct and staffs’ functions.**

**PRINTING SERVICES (D.I)**

**The printing sections is expected to runs only in the day expect if there is a need for night shift. In views of this, the arm will make do with the following sets of staff;**

**1 receptionist who would receive customers and enter the daily sales and also make booking with them to see the manager and collect customers data. Other function is stated in the company’s code of conduct and staffs’ functions.**

**A Manager: he is in charge of conducting and supervising the daily affairs of the printing sections and is expected to give adequate account to the general manager on all matter of the printing section. He is also subject to instruction and control by the general manager.**

**For both arms, there shall be a central control staff. He is in charge of crowd control and ensure that the offices are not overcrowded. He must control traffic as well as receive customers politely. Most importantly must have effective stress control skills. It is his duty to ensure customers have seats and are duly attended to.**

**DISCIPLINE**

**All staff are expected to exhibit high level of discipline in their observation of their daily activities. All company’s rules must be strictly adhered to in order to achieve the company’s goal. Failure on part of any staff in form of gross misbehavior as observed and reported by the manager will attract punishment as documented in the company’s policy.**

**STAFF CADRE/ RAKING.**

**For effective and efficient organizational structure, there shall be ranking amounts all staffs. Irrespective of whatever arm they operate, staff will be ranked to senior’s staff level to junior staff level according to qualification and years of service with the company. In view of this staffs and advised to be their best in their various duties as hard work will be observably compensated in forms of promotion and others, as enshrined in the company’s code of conducts.**

**The company will at the ends of every month or quarterly or every six months as decided by the management have a get together for all Megatrends staff every where the management head quarter OAU campus to have a feast.**

**TRANFERS**

**All Megatrends are expected to works for a common goal. In light of this, all staffs should be able to know and relate with each other well. All staffs in each branch of Megatrends in every part of the country are expected to know, relate with each other very well and also be able to perform each other’s functions or duty well. This is to ensure that there is no monopoly of any staff in the performances of duty be it in the laboratory studio, and other arm of the company as it expands. Therefore, staffs will be transferred to any branch at any time. This will be communicated to the staff via the General Manager.**

**STAFF VACATION:**

**Each staff is entitled to a two weeks vacations with pay. The period at as it relates to the staff will be communicated to them via the Manager.**

**Staff Retreat**

**There shall be a continuous compulsory staff retreat programmed for all Megatrends staff all over the country. Weekly, monthly or quarterly as decided by the management will be communicated via the general manager to the various branch staffs. Failure on the part of any staff to attend will attract a fine of 10% of his/her monthly earnings of which three consistent failures in attendances such staff will be placed on monthly probation or as stipulated in the company’s policy.**

**STAFF RECORD**

**Every staff will have a file in the general manager’s offices where his/her activities or record with the company will be documented. The file will contain comments or complains as it concerns each staff. The record or file shall be most effective for discipline and promotions and even transfer.**

**DRESS CODES**

**Megatrends is a company with high prestige and adds values to life by its services delivery. Therefore, will not tolerate erratic or any forms of derogative dressing from her staffs in all branches. Thus, every staff male or female of megatrends is expected to look cooperate at all times.**

**In this following dress code will be observed:**

* **Mondays- Wednesday- corporate dressing with tie and everyone is to truck in on these days.**
* **Thursday- everyone male and female is expected to wear the company’s customize shirts on their various skirts and trousers.**
* **Fridays and Weekends- As decided by each staff on any of the above two dresses or natives.**

**NOTE: the shirts color will be red on black with ties. Staff should note here that failure to comply with the above dress code would attract serious disciplinary measures any staff found to be guilty might be relived of his/her work for that day. Trainees are not excluded.**

**All staff including are also expected to wear their I.D cards arounds their neck at all times when they are in the office’s arena.**

**STAFFS RECRUITMENT**

**Recruitment will be based on the following:**

* **Qualification**
* **Applicants personal vision and goals**
* **Stress management**
* **Experiences**
* **Age**
* **Assent: must be able to relate and communicate in good English**

**UNITS**

**Aside the primary function it is the duty to staffs to promote the company’s interest. In this regards staff will be from time to time given some extra functions to head and carryout. For instance, could be asked to heads and oversee the maintenances of offices machines e.g generators and its like and would report to the General Manager as well as notify him on servicing when due. Other could be assigned to ensure that fast delivers events are done of videos and photos.**

**NB: These positions however may not be permanent as such functions would be rotated amongst staffs according to the general manager’s discretions.**

**Testimonial**

**Portfolio (Past designs and product):**

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**Company social media platform links:**

Instagram as @megatrendsphotography. Install the app to follow my photos and videos. https://www.instagram.com/invites/contact/?i=15awj0sd5x3c8&utm\_content=wcpl1e