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| GLOUNCE INVESTMENTS (PVT) LTD |
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| COMPANY PROFILE |

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CHAPTER 1: DESCRIPTION OF THE ENTERPRISE

1.1 Outline of the business

Glounce Investments is a consulting business that has a team of experts in different fields. We offer consulting services to small to medium enterprises in Zimbabwe and abroad. We believe that our clients' success is professionalism, consistently maintaining high standards for service delivery. and we therefore have the best team of senior consultants on every single project. We understand our client’s business needs in their specific language and we aim to speak yours.

1.2 Vision of business

To bring success to all our clients through providing a wide range of business advisory, management consultancy financial services such as Entrepreneurship, Accounting, Taxation, Corporate Secretarial, and Administration of Deceased Estates thereby giving continuous contribution towards entrepreneurship, gender equity and enhancing corporate value, care for people, delivery of results and innovation.

1.3 Mission of the business

Our mission is to help Entrepreneurs, small firms and corporates to operate efficiently and competitively through the use of professional operating procedures.

1.4 Objectives of the business

Our objectives at Glounce Investments are:

* To promote gender equity in entrepreneurship and self-empowerment for at least 100 clients
* To help register 200 companies by the end of the year.
* To have at least 50 companies make use of our services.
* To grow and offer services to established large organizations.
* To continue to develop our staff to be the best in their fields of expertise.
* To be able to generate a positive profit and loss account for the shareholders by end of year

1.5 Values of the business

Our values at Glounce Investments are:

* Client focus
* Integrity
* Confidentiality
* Innovativeness
* Accuracy
* Dependability.
* Novelty

Our Motto: Our working model is driven by ACTION

|  |  |
| --- | --- |
| A | Accuracy and attention to detail |
| C | Client focus and confidentiality |
| T | Timely team work |
| I | Integrity and innovation |
| O | Objectives orientation |
| N | Novelty |

1.6 Services offered

Glounce investments offers the following services:

Corporate Business Consultancy Services

Entrepreneurship

* Creativity and innovation
* Small Business Management
* Entrepreneurship
* Corporate Entrepreneurship

Company Secretaryship

* Company Registration (PBC, (Private) Ltd)
* Shelf Companies
* Conversion of PBC to (Private) Limited (CR 23)
* Conversion of Share Capital (CR 11)
* Allotment of Shares (CR 2)
* Preparation of Share certificates
* Filing Company Registry Annual Returns
* Change of Directors (CR 14)
* Change of Address (CR6)
* Change of Company name

Tax consultancy

* Income Tax Registration
* VAT Registration
* PAYE Registration
* ZIMRA Annual Returns (ITF 12C, ITF 16B)
* ZIMRA Quarterly Returns (QPDs)
* ZIMRA PAYE Returns (P2)
* Tax Appeals
* Tax Advisory
* Tax Planning
* Tax Clearances
* Liasing with ZIMRA on behalf of clients

Accounting Services

* Preparation of financial statements
* Preparation of Business Plan /Project proposals
* Preparing Cash Flow Projections
* Preparation of Accounting systems manuals
* Pastel Software Training and Sales
* Interest Calculations

Internal Auditing

* Maintaining Books of Accounts Internal Audit
* Reviewing the adequacy of client’s internal control systems policies and procedures
* Evaluating management compliance to internal control systems, policies and procedures, laws and industry regulations.
* Identifying internal control strengths and weaknesses/risks
* Writing a report on internal control strengths and weaknesses/risks

Human resources/Training Services

* Payroll Training
* Payroll Administration Services
* Recruitment and Selection
* Job Evaluation and grading
* Performance Management
* Human Resources policies and procedures
* Training and Staff development
* Counselling Sessions
* NSSA Registrations, Computations and Remittances

Other Services

* Corporate Governance
* State Procurement Board Registration
* Vendor Number Registration
* Administration of Deceased Estates
* Estate Planning
* Will writing
* Contract Drafting
* Lease Agreements
* Commissioner of Oaths

Other creative packages

* Graphic Designing, eg logo design, company profiles

REFERENCES: CLIENTS

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Client** | **Contact Person** | **Title** | **Telephone** |
| Kuvhenda Investments (Pvt) Ltd | Diana Makawa | Director | 0773 446 126 |
| Vestcash Investments (Pvt) Ltd | Mr Justice Simukirai Makomo | Director | 0772 990 136 |
| Netcast Systems (Pvt) Ltd | Mr Brian Musonza | Director | 0773 950 662 |
| Resibon Investments | Mr Reward Makumbe | Director | 0719 502 500 |
| Hatinahama and Associates | Mr John Chikura | Partner | 0774 130 887 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Client** | **Contact Person** | **Title** | **Telephone** |
| Global Parantage Services (Pvt) Ltd | Mrs Esther Mugabe | Director | 0774 380 988 |
| Ishmaiah Panel Beaters (Pvt) Ltd | Mr Brian H Nyamutswa | Director | 0773 367 454 |
| Tanacity Investments (Pvt) Ltd | Mr Tatenda Madovi | Director | 0782 404 055 |
| National Auctioneers(Pvt ) Ltd | Mr Mavhiza | Director | 0774 331 323 |
| Pace Logistics (Pvt)Ltd | Mr Simon Mtemeri | Director | 0773 943 206 |

**CHAPTER TWO: MANAGEMENT AND ORGANISATION**

2.1 TYPE OF ORGANISATION:

Glounce Investments is a private limited company that is owned by the Kanganga Family.

2.2 ORGANISATIONAL STRUCTURE:

**Figure 1** below show the organizational structure of Glounce Investments

***Figure 1***

2.3 MANAGEMENT TEAM:

***Name*:** Rebecca Kanganga

***Title*:** Managing Director

***Responsibilities*:**

1. Human Resource Management

Effectively manages the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations

2. Community and Public Relations

Assures the organization and its mission, programs, products and services are consistently presented in strong, positive image to relevant stakeholders

3. Fundraising (non-profit-specific)

Oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administrating fundraising records and documentation.

***Qualifications*:**

* Master’s Degree in Business Administration (MBA)
* Chartered Secretary
* Associate Member of the Institute of Chartered Secretaries and Administrators (ACIS)
* Registered Public Accountant
* Registered Commissioner of Oaths
* Registered Deceased Estate Administrator
* 23 years working experience in Administration and Accounting

***Name*: Tinotenda Kanganga**

***Title*: Non- Executive Director**

***Responsibilities*:**

* Part of strategic decision making team
* Ensuring proper Corporate Governance

***Qualifications*:**

* Qualified journey man class one
* Delta Apprenticeship
* Managerial working experience in various companies.

2.4 OWNERSHIP INFORMATION:

**Shareholding**

|  |  |
| --- | --- |
| **Name** | **Shares (%)** |
| Rebecca Kanganga | 50% |
| Tinotenda Kanganga | 50% |

**CONTACT DETAILS**

Physical address:

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Harare

Zimbabwe

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www.ist.co.zw/glounce

social media accounts:

Facebook: -Glounce Investments

Twitter: - @glounceinvestm1

Google Plus: - Glounce Investments

YouTube: - Glounce Investments

Instagram-Glounce Investments