

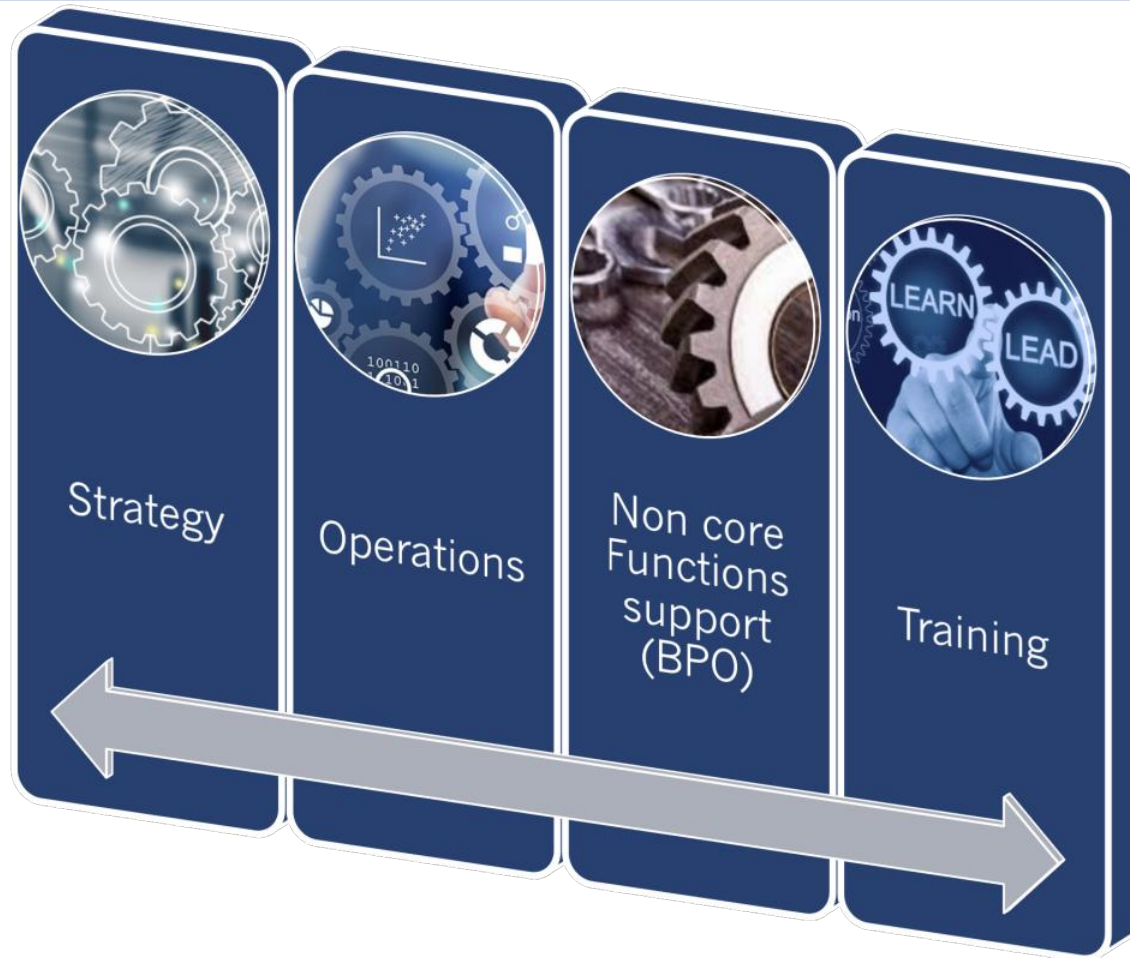
ABIS Limited



**ABIS Services
Profile 2020**

*We provide Trustworthy advice & guidance
to businesses & Individuals in Africa*

What We Do.....



What We Do....



Apposite Business & Investment Services (ABIS) Limited, concentrates on providing the ***Missing Links*** that enable businesses to operate at the top of their game in a competitive environment.



- ✓ Focusing on entrepreneurs, start ups as well as established businesses that need professional support & guidance, we take you through ***Strategic Planning & Implementation***.
- ✓ Understanding that successful *execution of your strategy* is directly linked to the ***Operations Process***, ABIS continues with you in developing the right *Operations Inputs & Outputs*.
- ✓ ***And...So*** that you can focus on your **core activities**, we **Continue** to work with you by providing ***BPO Services in HR, Admin & Accounts***.
- ✓ **ABIS** still goes further! We will shortly be offering a range of business & work related ***Training Courses***. These include ***Business Enterprise & Business Start Ups; Business Admin; Data Protection; Digital Marketing***

How We Do It....



We are skilled in each of the areas of service and we understand what is required to keep our clients happy.

*By practising our core values of **Honesty, Trust & Personal**, we work to maintain a mutually rewarding relationship with all of our clients.*

Read further to see how we work....



The Strategic Process



Developing & setting the organisations goals & objectives is critical in the strategic development process. Establishing the strategic Pillars that will form the foundation and support one's strategy is key to success.

ABIS guides our clients through this process



Actions



Internal – Mgt & Employees

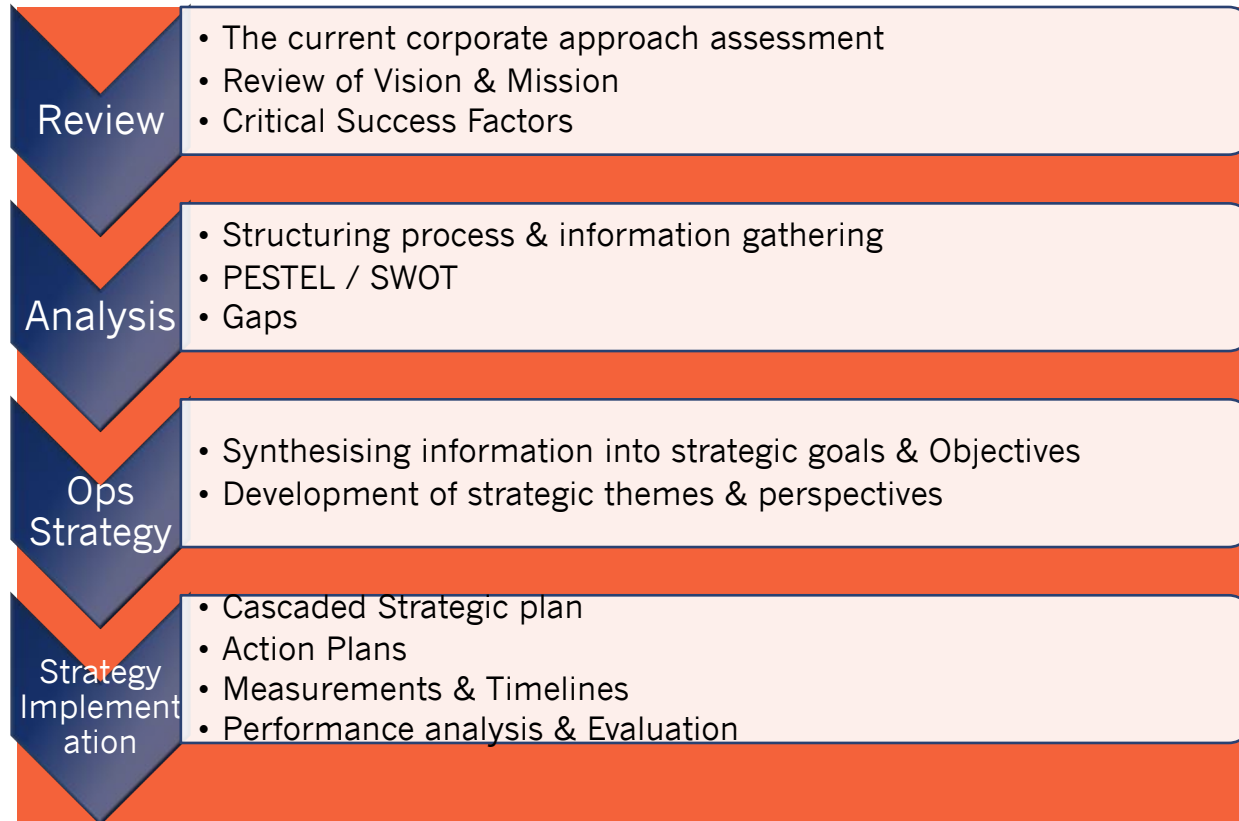
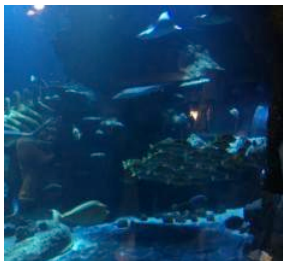


External - Customers

ABIS Approach to Strategy



We immerse ourselves into your business so that we can see How to develop & grow your business



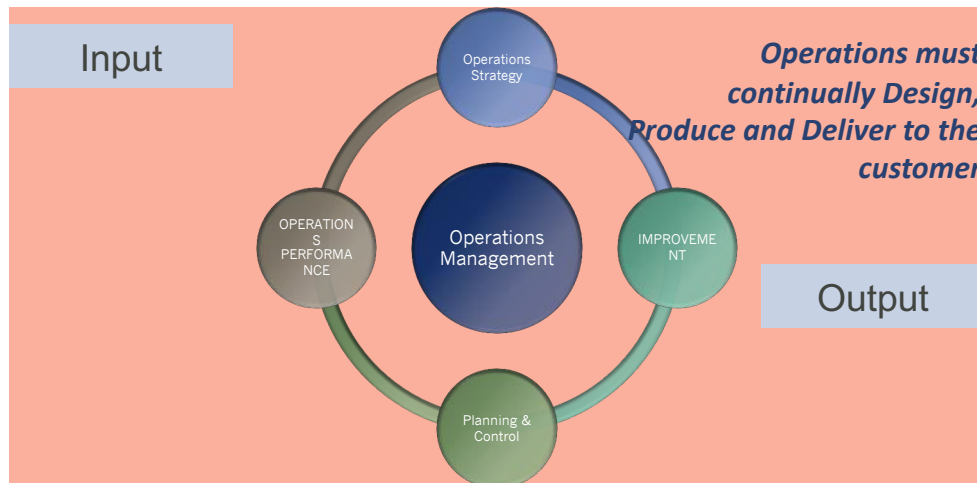
After strategic development, ABIS works with our clients to implement & evaluate strategic change

The Operations Process



- Execution of the company's long term strategy is through its day to day operations.
- The approach to operations should be structured and aligned to the Corporate Strategy & facilitate the Strategic Plan.
- The process transforms material and human resources to build & grow the business.

The Operations function is central to your organisation, as it delivers your goods & services. It is one of the core functions of the organisation and must be aligned with other core functions (marketing & sales / Product & service development)



Internal – Mgt & Employees

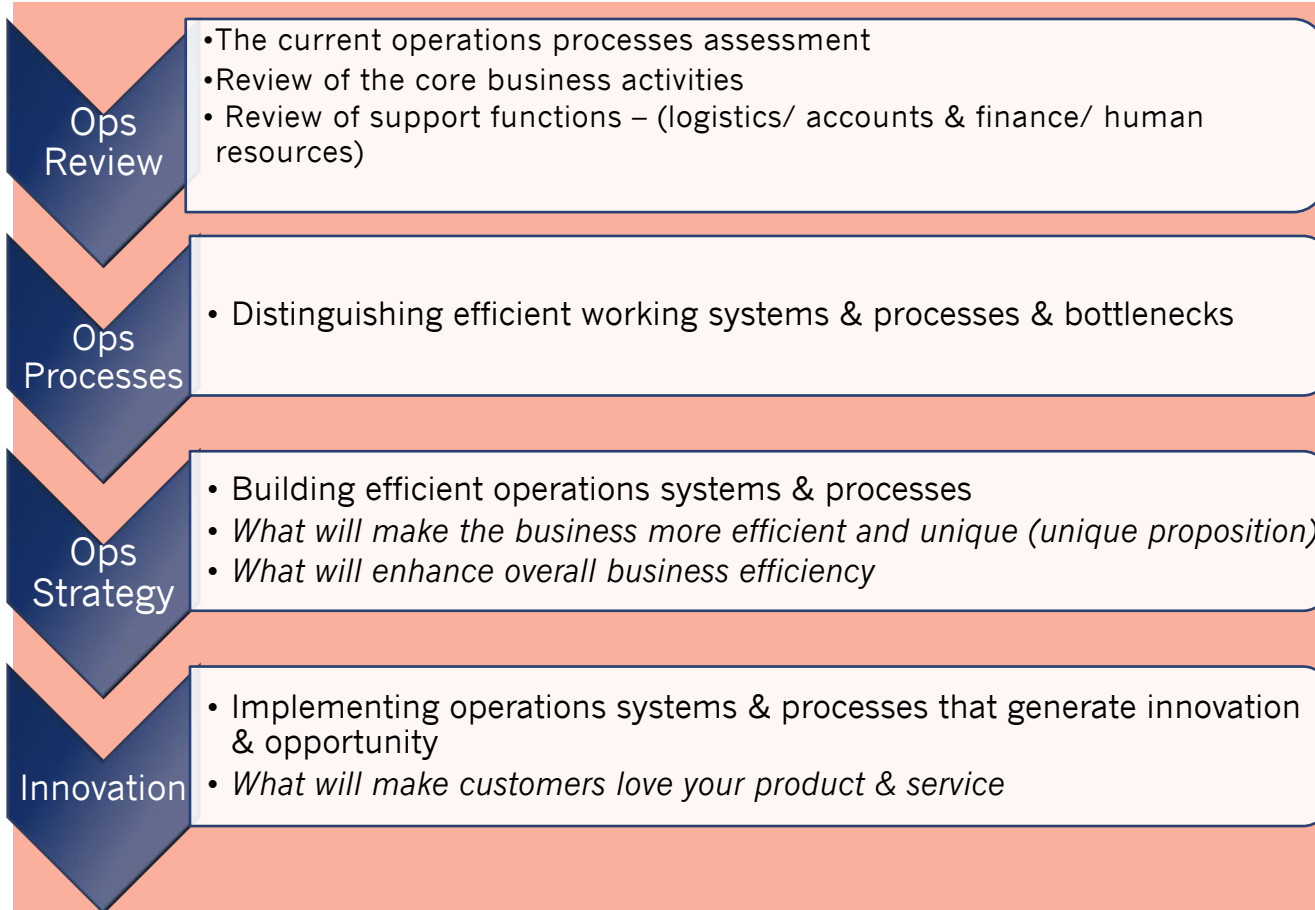


External - Customers

ABIS Approach to Operations



We provide Customised solutions based on what we see works for Your business

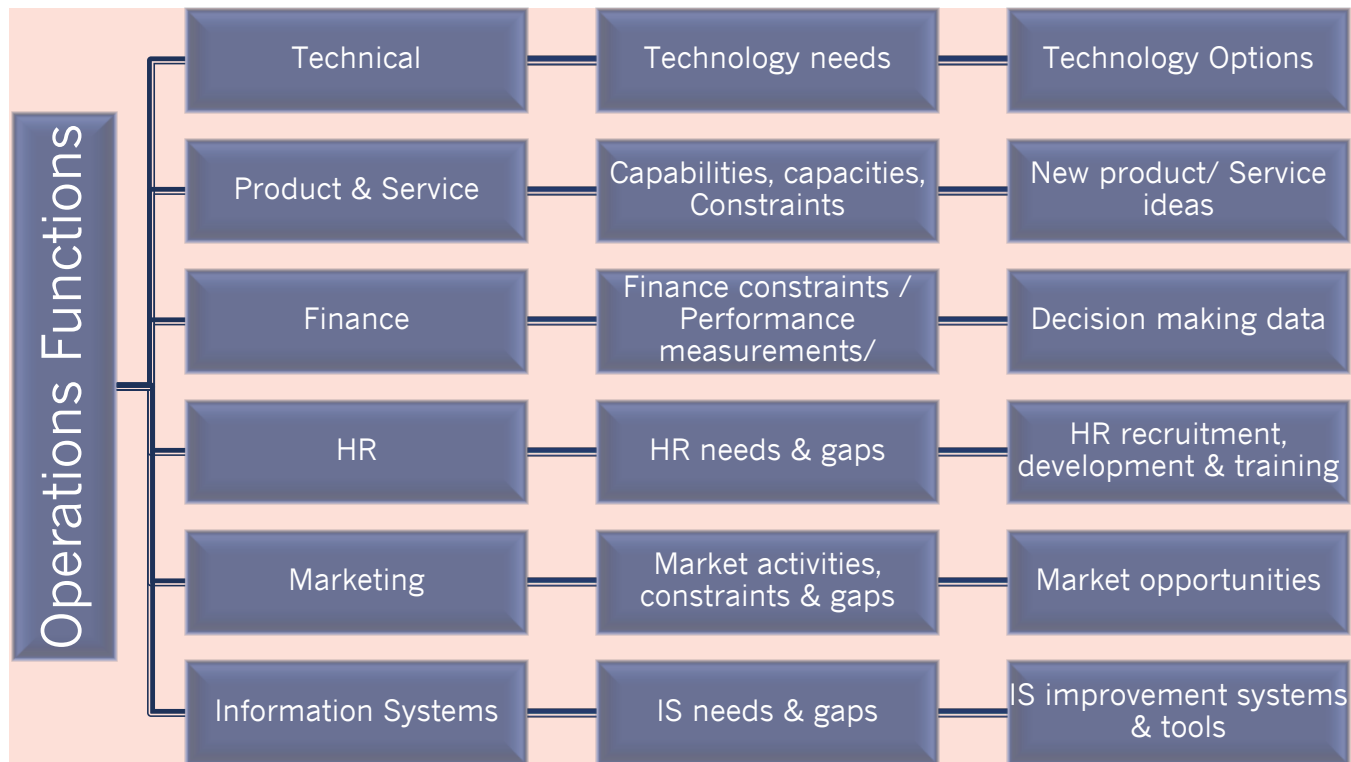


ABIS works with our clients to develop effective & efficient operations processes

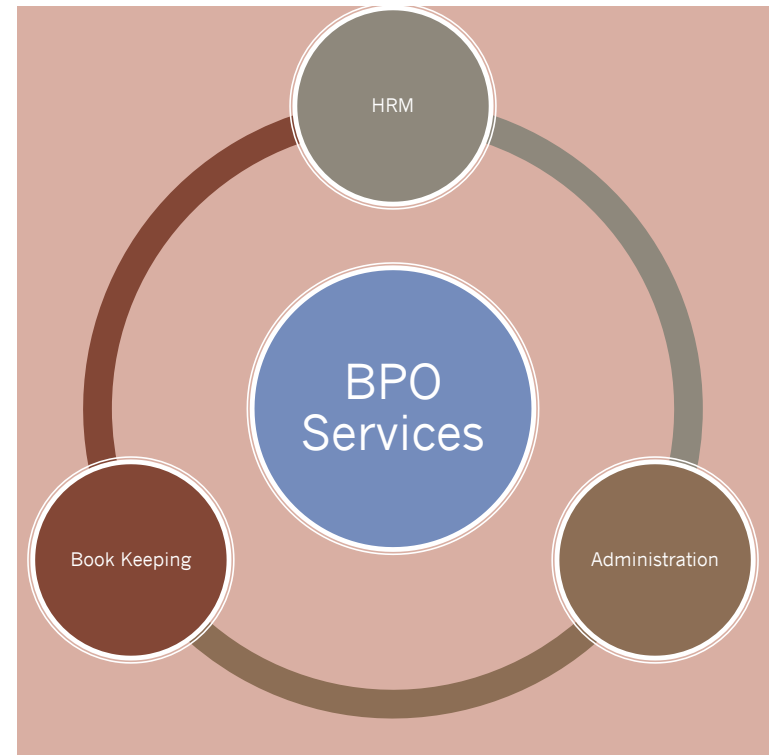
Ops Approach Cont' d



- The Operations Function is all encompassing within an organisation and is important in both large and small organisations.
- Understanding the broad scope, activity links and responsibilities is crucial for sound operations management.



ABIS BPO Services



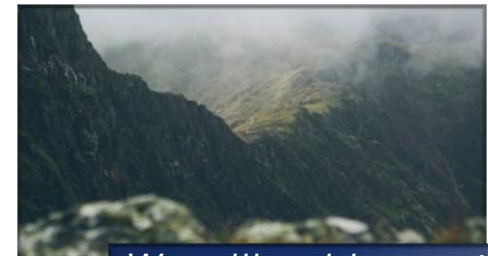
BPO – HR & Admin Services



As an outsourcing HRM service provider ABIS complements your existing HR structure or provides you with all the HRM services you need to see to your organisation functioning at optimal levels

In order to ensure important matters concerning staff are prioritised whilst you focus on growing your business, ABIS focuses on:

- ✓ Employee Data & Records Management
- ✓ Regulatory compliance
- ✓ Benefits
- ✓ Administration Health Care & Insurance
- ✓ Guidance HR Management – *Learning & Development, Performance Management*
- ✓ Recruiting
- ✓ Book keeping
- ✓ Debtor & creditor management



We will guide you to the Top

ABIS BPO Approach



Area of Service	Details	Purpose
Employee Data & Records Management	Standard storing of employee information – CV/certificates/ Reference letters/ Regulatory cards/ photographs/ID	To ensure that all contact/statutory / history/contract information is readily available Summary of comparative skills, education for positions
Regulatory compliance	NSSF/NHIF/ other employee compliance data	To ensure that regulatory requirements are met
Benefits Administration	Recording & monitoring of annual leave/ sick leave/	Planning & monitoring of leave
Health Care & Insurance Guidance	Monitoring & Updating medical & Insurance covers	Looking after the welfare of your employees
HR management – Learning & Development, Performance Management	Establishing KPI's for job positions	Provides a tool for appraisals & focused employee performance monitoring
Employee Timesheets	Collation, analysis & reporting	Provides a tool for measuring employee efficiencies & cost allocation
Recruiting	Providing a database of applicants – To be built Selecting suitable candidates from CV information	Guidance on employing the right people for the right positions
Book Keeping Debtor & creditor management	Supporting or managing the book keeping function Monitoring, following up on & providing updates on debtors & creditors	To ensure that books are well maintained & companies remain credit worthy & cash liquid
REPORTS	<i>Periodic reports for all of the above areas will be provided with the desired frequency</i>	

ABIS Training



ABIS is a registered NITA (National Industrial Training Authority) Trainer (NITA/TRN/1801)

Training Services



ABIS offers training as part of its strategy & operations solutions as well as standalone courses.

We also provide bespoke training courses to suit your needs

And... ABIS offers internationally recognised accredited & certified & courses

Our areas of training include:

- ✓ Business Start-ups & Entrepreneurship
- ✓ Business Administration
- ✓ Corporate Mentoring & Coaching
- ✓ Marketing Research – Qualitative Training, Quality Control,
- ✓ Ethics, Soft Skills
- ✓ Preparing for Retraining & Upskilling

✓ Through *DCS Training* we offer UK accredited & certified online & blended courses.



We provide you & your team with the right skills for the job

Our training particularly targets those starting out (the Youth) & those wanting to up-skill and acquire the right tools to succeed!

ABIS Activities



We are with our clients for the long haul and stay the course until the desired & tangible results are seen



ABIS provides our clients with Practical hands on support. Success is measured by the Outcome



Project Timeframes & Investment



- ***Project timeframes** are set according to the project & task requirements and are agreed upon with the client.*
- *We however recommend a minimum initial project duration of 3- 6 months.*
- ***Your Project investment** is agreed upon once the project requirements are established.*



ABIS Founder



Over the last 20 years, through senior management positions, and term consultancies, Althea has been engaged in areas of organisational system development & processes; social & marketing research (10 years); HR management and debt collection management. She has guided organisations through strategy development and implementation, and facilitated on one of the most far reaching techniques for strategy implementation, the Balanced Score Card. She has worked in a range of industries, and held positions of Operations Director (*Infinite Insight Limited, Research Solutions Limited- Marketing research*), General Manager (*Afsat Kenya Limited*), General Manager Operations & Sales (*Triple A Capital Limited*). She is a director of Infinite Insight Limited.

ABIS Limited Althea McCourt Founder & Chief Executive

Prior to management consultancy, Althea held various senior positions in a leading stock brokerage firm for over eleven years. (*Dyer and Blair Investment Bank, formerly Dyer and Blair Limited*). During this time in addition to the day to day management of the company, she represented Dyer & Blair in initial public offerings and private placements. She was instrumental in the development of the company's marketing, operations & research departments.

Being in the industry at the time of regional capital markets development, she played a significant role in guiding the initial players, and was a stock market training resource person within East Africa. In the research industry, she has continued to conduct a range of training courses with the goal of ensuring its participants are adequately skilled and ethically aware.

Althea holds an MBA – IT (University of Leicester), and a BA (Hons) in Business Studies (University of North London). She is a Member of Marketing and Social Research Association (MSRA – 2017, chairperson of MSRA.), SAMRA, ESOMAR, Chartered Management Institute (CMI) and Kenya Institute of Management (KIM). She is the Chairperson (and a mentor) of the University of Nairobi's Greenhorn Mentorship Program, and an entrepreneur Judge for the SOMO Entrepreneur Program.

Our Contacts



Apposite Business & Investment Services

(ABIS) Limited P.O. Box 64975, 00620 Nairobi,
Kenya. Mobile: +254-722-701018

Email: amccourt@abiskenya.com

www.abiskenya.com

FaceBook: ABIS Kenya

Twitter: @ABISKenya