

EXPERT CONSULTANCY LTD

COMPANY PROFILE



ABOUT COMPANY

Who we are?

We provide HR and Recruitment solutions across the Tanzania and East Africa in various business sector. Our extensive experience in various sector, knowledge, networks and expertise puts us in prime position to supply different industry with the right people for the right positions, allowing our clients to progress and grow.

At Expert Consultancy, we believe in carefully evaluating what is needed before utilizing our tried and tested recruitment methods to identify the perfect candidate and ensuring greater retention through our tailored review and development process.

We see ourselves as a problem solver.

- We aspire to serve a client as a trusted advisor.
- Expert Consultancy strives to provide value-added services.
- While doing that, we save & cut cost for our clients, identify savings and grow profitability.
- Focus on return on investment (ROI).

Our aim

Expert Consultancy focused on building long term relationships with both our candidates and clients.

We follow certain basic operational policies to ensure our professional services meet your needs and expectations.

Our Promise

Quality: Personalized recruitment/human resource consulting service tailored to meet your specific needs and circumstances.

Professionalism: We are highly qualified and bring on board a diversity of experience.

Integrity: We will treat your information as confidential and will not take advantage of privileged information gathered during an assignment.

Honesty: We will be candid about expected outcomes, and not create unrealistic expectations.

Assurance: We will not accept an assignment unless we are confident we have the skills, knowledge and experience necessary to undertake the work.

Our Approach

- Assessment meetings with your team to identify your specific needs.
- Administration of a short questionnaire to guide us on the methodology and approach.
- Our interventions are not rigid but tailored around our customers' unique situation.
- We design and discuss the identified intervention to your satisfaction before embarking on delivery.
- Recruitment assessment/Background check and practical assessment where necessary

Why Choose Us?

At Expert Consultancy we have extensive experience in Recruitment & Human Resource Management Consulting. We are focusing at support and empower you to continue with your core business while we keep the wheels turning.

We promise:

- Quality
- Professionalism
- Integrity
- Honesty

VISION, MISSION AND SERVICES OVERVIEW

Our Vision

We continuously strive to become the preferred source for employment and human resource services. We are dedicated to serving our customers and the community with the highest levels of service, knowledge, professionalism, honesty and integrity.

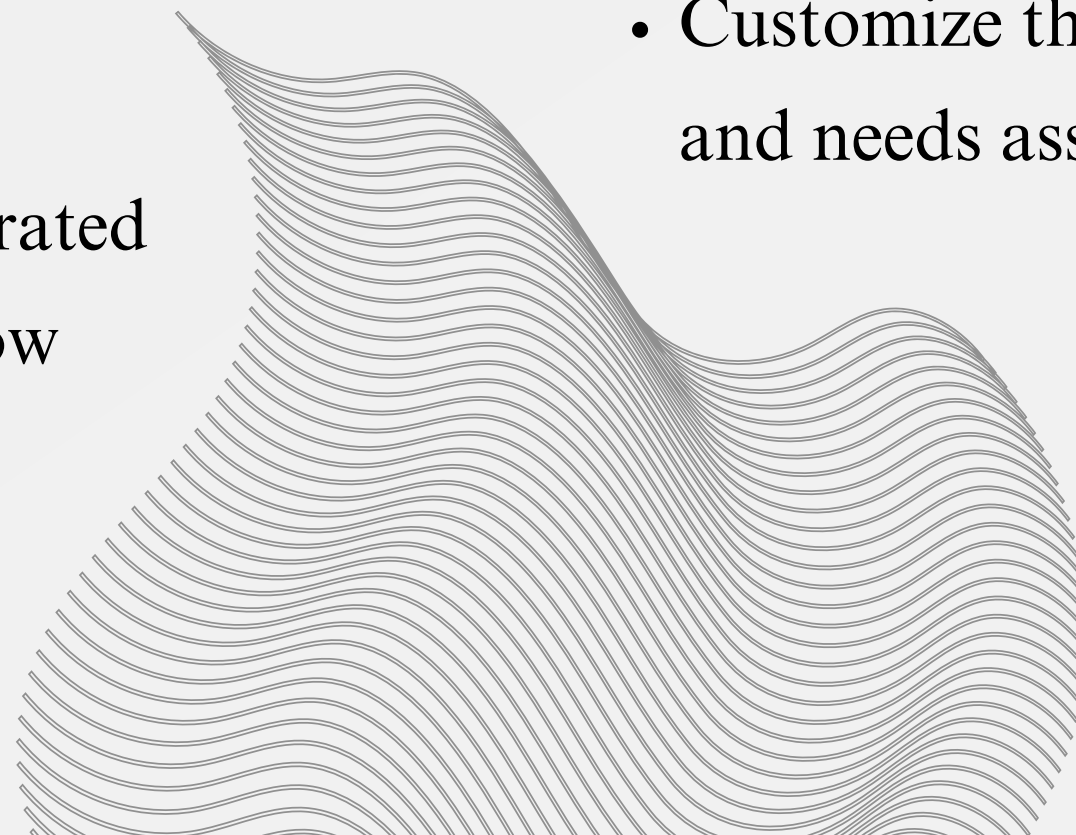
Our Mission

To partner with our clients to provide integrated consulting services to attract, retain and grow talent to drive individual, team and organizational performance.

Services Overview

We will: -

- Hold scheduled project management meetings with you when consulting your project.
- Provide guidance at key stages in the project/assignment.
- Customize the products after client meeting and needs assessment.

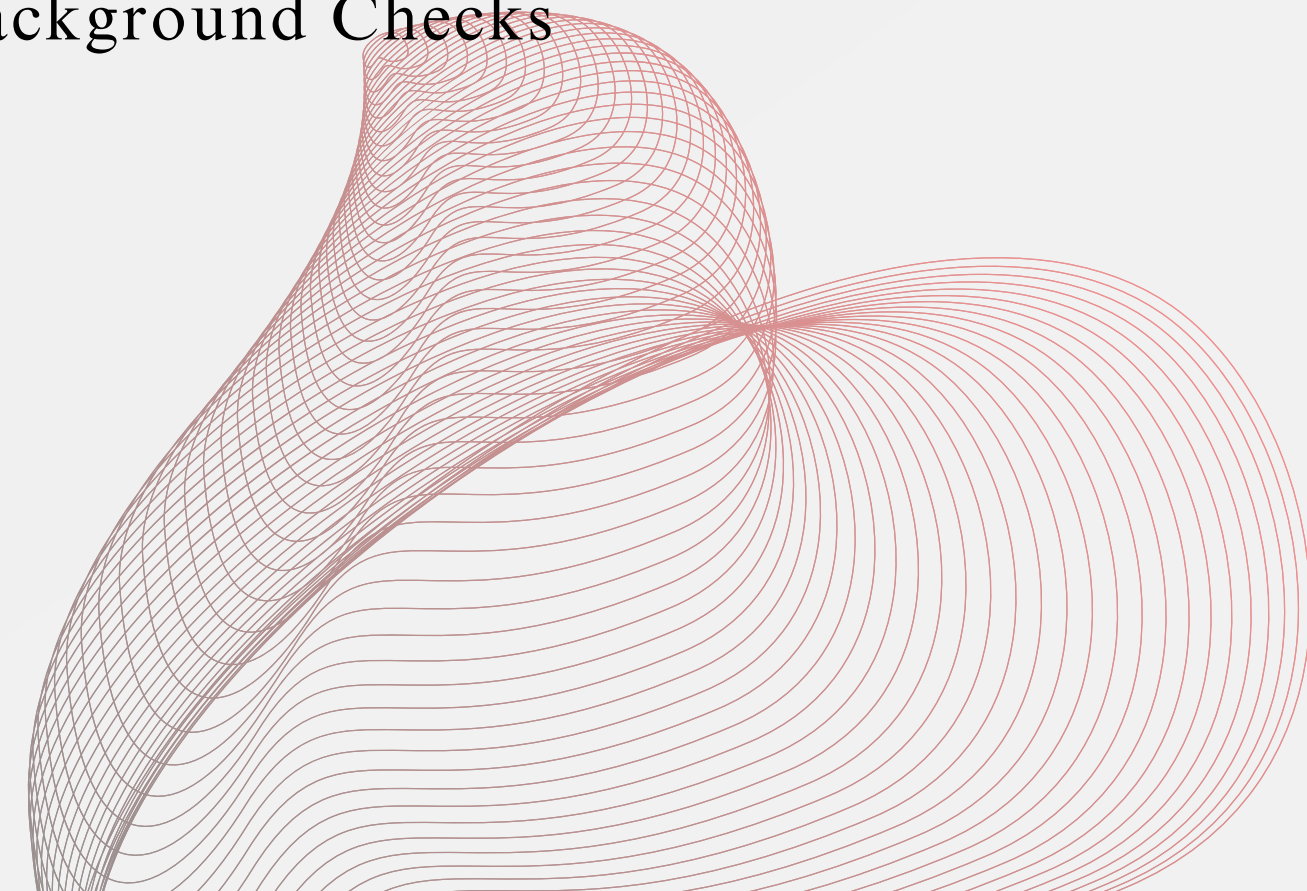


OUR CLIENTS HAVE FOUND THAT WE ARE ABLE TO:

- Build consensus among those involved in the hiring process.
- Develop the appropriate specifications for a position
- Encourage the interest of top-level candidates who would otherwise be reluctant to respond to an advertisement.
- Preserve the confidentiality of inquiries
- Save a considerable amount of time for client staff in developing and responding to candidates.
- Independently and objectively assess the qualifications and suitability of candidates for the particular position for which we are recruiting.

IN THE TYPICAL RECRUITMENT, WE PROVIDE THE FOLLOWING SERVICES:

- Organization and Position Analysis
- Timely Correspondence with Candidates
- Candidate Evaluation
- Candidates academic Verification
- Arranging Client Interviews
- Proactive Targeted Recruitment
- Progress Reporting
- Final Reporting
- Reference and Background Checks
- Salary Surveys



1. LIST AREAS OF OTHER CONSULTANCY SERVICES::

Expert Consulting Limited offers comprehensive, value adding, cost effective and customer tailored consultancy in the following areas

1. Staff Placement/Recruitment service
2. Employee Support Programs
3. Human Resource Consulting
4. Background Checks & Screening
|Tenant Screening | Fraud Screening

Why conduct background checks?

Statistics show that:

- Companies have hired a candidate with false details which has led to losses

- HR managers frequently experience cases of misrepresentation on CVs from prospective job applicants
 - High proportion of illegal immigrants use false documents to gain employment
5. Awareness Training.
 6. Office Procedures & Administration Training
 7. Documentation Training.
 8. ISO Documentation development
 9. Continual Improvement.
 10. Fire training
 11. First Aid Training
 12. Quality Management System (ISO 9000 series)
Implementation and pre assessments

13. Environmental Management system (ISO 14000 series) implementation and pre assessment,
14. Occupational Safety & Health Management Systems (ISO 45001:2018) Implementation and Audits
15. Food safety Management System (ISO 22000 series), Implementation and pre assessment,
16. Supervisory Management Training
17. Environmental Impact Assessments (EIA),
18. Environmental Audit (EA),
19. Trainer of trainers (ToT) & Presentation Skills
20. Safety and Health implementation and pre-assessment
21. Information Security Management System.
22. Safety and Health Audits,
23. Environment, safety and health risk assessment
23. Strategic planning and service charter training and implementation
24. Recording keeping and Management,
25. Global Gap Integrated Farm Assurance (IFA) training, implementation and pre assessment
26. British Retail consortium (BRC) food & IOP training, implementation and pre assessment.
27. Project management training, evaluation and Monitoring
28. Fairtrade Label Concepts (FLO) training, implementation and pre assessment
29. British Ornamental Plant Producers (BOPP) Concepts training, implementation and pre-assessment.
30. Leadership Skills and People management
31. Leadership and Conflict resolution
32. Organizational skills and management.
33. Customer Care
34. Social Accountability,
35. Ethical Trade Initiative (ETI)
36. Customer care & Front office management Training

OUR CLIENT

Company

1. Friedkin Group of Companies

- Mwiba Holding Ltd
- Tanzania Game Tracking Safaris Ltd
- Ker & Downey Ltd
- Legendary Lodge
- Wengert & Windrose Ltd
- Friedkin Foundation

Service Offered

- Recruitment since 2015
- HR Consultation Services
- Outsources Payroll Service

Contact Person

- Bahati Komba
- Head of People and Culture
- M: +255758561061
- Email: bahati.komba@friedkintz.co.tz

Country

- Tanzania

Company

2. Four Seasons Safari Lodge

Service Offered

- Staff Recruitment
- Salary Survey

Contact Person

- Mr. Bakul Pednekar
- Director HR & People Culture
- +255788888004
- bakul.pednekar@fourseasons.com

Country

- Tanzania

Company

3. Solar Sister Tanzania

Service Offered

- Recruitment Service
- HR Consultation
- Prepare Policies and manuals

Contact Person

- Ms. Fatma Muzo
- Country Director:
- Email: fatma@solarsister.org
- M: +255744565787
- www.solarsister.org

Country

- Tanzania

Company

4. Solar Sister Tanzania

Service Offered

- Recruitment Service
- HR
- Consultation Prepare
- Policies and
- manuals

Contact Person

- Mr. Bakul Pednekar
- Director HR & People Culture +255788888004
- bakul.pednekar@fourseason S.Com

Country

- Tanzania

Company

5. kagera Sugar limited

Service Offered

- Recruitment services

Contact Person

- HR Manager
- Mr. Francis Lubandi Email:
- sugar.co.tz
- M: +255689979048

Country

- Tanzania

Company

6. Nature Discovery Limited

Service Offered

- Recruitment Service

Contact Person

- Gary Benporath GM
- Nature Discovery
- M: +255739613000
- Email:
- gm@naturediscovery.com

Country

- Tanzania

• Company

7. Heritage Financing Limited

Service Offered

- Staff
- Recruitment
- Documentation
- Offices
- Manuals
- Board
- Secretary HR
- Consultations service

Contact Person

- Sia Kassian
- Managing Director
- +255784762677
- & md@heritagefinancing.co.tz

Country

- Tanzania

• Company

8. Western Seed Company limited

Service Offered

- Staff Recruitment service

Contact Person

- Country Director
- Anette Schneider Email:
- anette@westernseedcompany.com

Country

- Tanzania/Kenya

• Company

9. Tanzania Host Experience

Service Offered

- Recruitment Service
- Managing
- Filling System HR
- Outsourcing
- Services

Contact Person

- Ms. Angela Mhiro
Director
- M:+255755491610
Director
- +255767220932

Country

- Tanzania

Company

10. Crown Paints T Ltd

Service Offered

- Staff Recruitment

Contact Person

- Mr. Elisaria Makyao
- Country Human Resource Manager
- +25575425030/+255784510 740
- elisaria.makivao@crownpaints.co.tz

Country

- Tanzania

Company

11. Ladhia group of companies

- Lodhia Steel Industries Limited
- Lodhia Plastic Industries Limited

Service Offered

- Recruitment Service
- Casual Staff Management

Contact Person

- Manoj S G
- CEO
- M: 0717626262
- Work: +255 27 2548504
- Email: ceo@lodhiagroup.com
- Website: www.lodhiagroup.co

Country

- Tanzania/Kenya

Company

12. Gibb's Gibb's Farm Tanzania 5* Lodge in Karatu

Service Offered

- Recruitment Service in 2018/2019

Contact Person

- Mr. Gerd Beurich
- General Manager
- Mobile: +25575900527
- Website:
www.gibbsfarm.com

Country

- Tanzania

Company

13. Sunkist Limited

Service Offered

- Staff Recruitment service

Contact Person

- Ms. Doreen Loina
- Group HR Manager
- M: +2557721420

Country

- Tanzania

Company

14. Saint Gobain Gypsum Industries

Service Offered

- Recruitment Service
- Employees Performance Assessment
- Salary Survey

Contact Person

- Ms. Asha Mafita
- HR Officer
- Email: Asha.Mafita@saint-gobain.com
- M:+255753123014

Country

- Tanzania/Kenya

Company

15. Zara International Travel Agency

Service Offered

- Recruitment Service

Contact Person

- Mr. Benard Sahini
- M:+25571832990
- E-mail: hr@zaratours.come

Country

- Tanzania

Company

16. Media Works Ltd

Service Offered

- Recruitment service
- Salary Survey
- Staff Retrenchment

Contact Person

- MR. Lawrence Selvadurai
- MD
- M:+25575555075
- Email: lawarusha@gmail.com

Country

- Tanzania

Company

17. Elewana Collection

- Sopa Lodges
- Cheli & Peacock Safaris Ltd

Service Offered

- Recruitment Service
- Managing Staff and Hr Service for Cheli & Peacock Ltd

Contact Person

- Mr. Ryan McFarlane
- Country Director - Tanzania
- +255 699 668 868
- ryan.mcfarlane@elewana.co.tz

Country

- Tanzania/Kenya

Company

18. Endelea Africa Ltd

Service Offered

- Recruitment Service
- HR Outsourcing service-Staff Management Service

Contact Person

- Mr. Rahim Dawood
- +25571576049

Country

- Tanzania

Company

19. Timeless Business Solution Ltd

Service Offered

- Recruitment Service

Contact Person

- Catherine Wangari
- Safepak Limited
- Director
- Phone:020-6535655/6535863/2/6536510/2403224/3/2
- 0738999046/0724390700/

Country

- Tanzania/Kenya

Company

20. Mtibwa Sugar Estate Ltd

Service Offered

- Recruitment Service

Contact Person

- Mr. Ezekiel Masinde
- HR Manager
- Email: ezekiel.masinde@mtibwa-sugar.co.tz
- Cell: +255752133339

Country

- Tanzania

Company

21. Enza Zaden Africa
Arusha Nduruma Area

Service Offered

- Recruitment Services

Contact Person

- Monique
- Solomon-
- Assistant
- T:+255 (0)764169756
- E:M.Salomons@enzazaden.co.tz
- [Uendo/U.Mbingu@enzazaden.co.tz](mailto:Uendo@enzazaden.co.tz)

Country

- Tanzania

Company

22. A & T Hotels management Ltd

Service Offered

- Recruitment Service

Contact Person

- Mr. Tumaini Sandi
- M: +255 784393538;
- E-mail: tumainisandi@yahoo.com

Country

- Tanzania

