

TEC

COMPANY PROFILE

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TOP EDGE CONSULTANTS LTD

Trainers and
Management
Consultants

Great Mind, Smart Solutions

Over 20 Years Offering Corporate Solutions



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TABLE OF CONTENTS

1.0 WHO WE ARE

- 1.1 Our Story
- 1.2 Our Journey
- 1.3 Our Identity

03

2.0 WHAT WE DO

- 2.1 Our Training Services
- 2.2 Consultancy Services

06

3.0 OUR TECHNICAL CAPACITY & ORGANOGRAM

- 3.1 Our Management Team
- 3.2 Organizational Chart

08

4.0 OUR COMPANY CERTIFICATION

10

5.0 OUR CLIENTS/ PARTNERS

- 5.1 Our Clients
- 5.2 Our Partners

10

6.0 OUR CLIENTS

11

1.0 WHO WE ARE

1.1 Our Story

Top Edge Consultants Ltd (TEC) is a Training and Management Consulting Firm established in 2001; conceived by its founder and Executive Director Pauline Kamba. From a humble beginning, the company was able to leverage the experience gained from working in both the private and public sectors. This, combined with a passion for Excellent Corporate Solutions and a can do attitude has helped TEC to deliver practical solutions to Corporates in the Private and Public Sectors as well as to NGOs.

The company began from a small office in University Way, then to Madaraka Heights, Nairobi, where Ms Pauline Kamba and like-minded professionals quickly found a way to deliver successful Training and Management Consultancy solutions to Cooperative Societies, starting with Nairobi and its environs and there after to other parts of Kenya and beyond. Over the years and with organic growth, TEC business reputation has spread to its clients throughout Kenya, East and Central Africa. Our excellence and professionalism in service delivery has helped us meet and even exceed customer expectations. TEC now boasts of an expanded product portfolio tailored to meet the ever-increasing customer needs.

TEC is driven by its five core values of; Excellence, Innovation & Creativity, Professionalism, Responsiveness and Customer orientation. It has a strong team of over 10 staff (part-time and permanent) drawn from diverse disciplines across its services and business units. The team is composed of technically skilled and highly dedicated personnel working cohesively to promote value-added solutions.

TEC continues to provide cutting-edge Training and Management Consultancy solutions to customers. We endeavour to offer practical solutions to corporates that are able to position them competitively in today's volatile business environment.

1.2 Our Journey

Year	Milestones
2001	Registered as a single business Enterprise
2008	Expanded to offer services across Kenya & Beyond
2011	Incorporated as a limited Company
2015	Registered with NITA & thereafter with other related government bodies

1.3 Our Identity

1.3.1 Our Vision

To be a Model Consultancy firm of Excellence

1.3.2 Our Mission Statement

To offer Responsive, Innovative and Competitive Training & Management solutions to our clients within business ethics.

1.3.3 Our Quality statement and Core Values

Our aim is to offer cutting-edge One-Stop Shop Training and Management Consultancy Solutions to our clients. Our promise to current and potential clients is 'To Deliver Smart Solutions.' Our core values are:

1. Excellence
2. Innovation & Creativity
3. Professionalism
4. Responsiveness
5. Customer Orientation

1.3.4 Our Goals

1. Customers delight through innovative solutions.
2. Value for money solutions.
3. Excellent Customer Experience at every touch point.
4. Expanded market share through superior value proposition.
5. Continuous Improvement.
6. Integration of quality, fun and learning.

1.3.5 Our Business Strategy

Our business model supports the creation of social impact through innovative solutions. The three main areas of our business strategy are:

1. Customer Focus
2. Competitive pricing.
3. Customised Solutions to every client.

1.3.6 Why Choose TEC?



CUSTOMER CENTRICITY

Our focus is you. We understand your circumstances and expectations. You are our focal point of decision-making.



QUALITY

Quality customer service is our top priority. For this reason our consultants are sourced carefully and selectfully. They are highly competent and expereined in their areas of specialisation. They are oriented on our standards on a continous basis.



INNOVATION

Our solutions are versatile, in tune with the happenings of the day.



TRUST & RELIABILITY

You can count on us. We deliver what we promise.



AFFORDABILITY

Our prices are competitive for the quality of the services we offer.



2.0 WHAT WE DO

Our services are categorized into:-

1. Training Services
2. Management Consulting Services

2.1 TRAINING SERVICES

They say that 'if you think training is expensive, try ignorance.' We carry out continuous trainings both to reskill, upskill and reinforce requisite knowledge, skills, attitudes and behaviours. Our training services are categorized into three:-

2.1.1 Open Training Programs

We run an Annual Training Calendar with courses Targeting different groups including; Board members, Delegates, Staff and other stakeholders.

2.1.2 In-house Training Programs

This is training delivered on request by individual customers. The charges depend on customer requirements and incidental logistics.

2.1.3 Team-Building

This is practical and experiential training to motivate teams and individuals to work together to develop their strengths and address their weaknesses.

2.2 MANAGEMENT CONSULTING SERVICES

Our core management consulting services include:-

2.2.1 Human Resource Consulting

Our HR Consulting Services focus on providing our Clients with working tools that help them attract and retain talent as well as optimize employee performance.

Our HR services include:-

- HR Audit
- Job Evaluation
- Job Grading
- Design, Alignment & Review of Organization Structures.
- Competency Mapping
- Salary surveys
- Development and Review of HR policies
- Development of Job Descriptions
- Day to Day HR support
- Training Needs Assessment
- Performance Management Systems
- Succession planning.





2.2.2 Strategic Management Services

Our strategic management consulting services are aimed at helping organization's leadership to clearly envision their desired future and facilitate and/or create a conducive environment for effective operations geared towards reaching that desired future. Our strategy consulting services include:-

- Strategic Planning
- Implementation Support
- Evaluation and Review

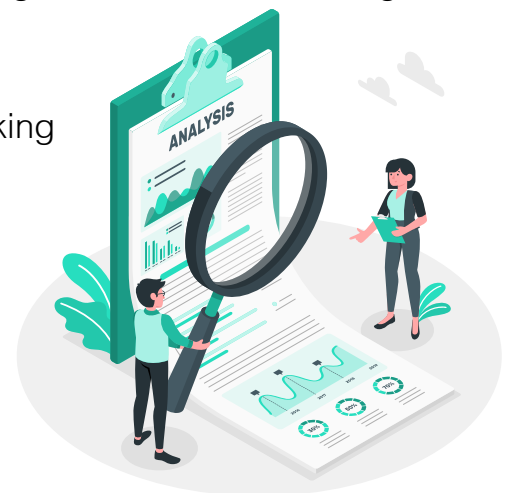


2.4.3 Research Consultancy Services

We offer a range of Research Services aimed at generating data and/or information that helps in making better business strategies and decisions.

Our research services include:

- Salary surveys and benchmarking
- Feasibility Studies
- Employee satisfaction surveys
- Customer satisfaction surveys
- Market surveys



2.4.4 Development and Revision of Policy Manuals

2.4.5 By-laws



3.0 OUR TECHNICAL CAPACITY & ORGANOGRAM

3.1 Our Lead Professional Team

All our consultants are holders of postgraduate degrees as a minimum and other professional qualifications.

This combined with our diverse and rich experiences from the corporate world (Public, private and NGO's) brings forth the expertise that we want to put at the disposal of our clients, at an affordable cost.

Our team of consultant's is led by:-

1. Ms. Pauline Kamba – MBA, BCOM, DHRM, TOT - Team Leader and Consultant
2. Walter Okoth– MBA, BA – Head of operations and Senior Consultant

3.1.1 MS. PAULINE KAMBA – MBA, BCOM, DHRM, TOT – LEAD CONSULTANT

Ms. Pauline Kamba, the Managing Consultant has a wealth of knowledge and experience gained in her over 30 years of corporate practice in different capacities and from the Management consultancy world. She is a holder of a Master's Degree in Business Administration (Strategic Management) from Moi University, Bachelor of Commerce Degree

in Business Administration from the University of Nairobi, a Post Graduate Diploma in Human Resource Management, from the Kenya Institute of Management .

Pauline is also a Trained Trainer, being a holder of a Training of Trainers (TOT) Certificate from the Kenya School of Government.





3.1.2 WALTER OKOTH – MBA, BA – HEAD OF OPERATIONS AND SENIOR CONSULTANT

Mr. Walter Okoth , is a senior management consultant in charge of operations and Research. He is an all-round Management consultant with a wealth of knowledge and experience gathered in his over 25 years of corporate practice in different capacities. He is a holder of Master’s Degree in Business Administration, with a bias in

Strategic Management and HR and Bachelor of Arts Degree (Public Policy and Analysis) both from Moi University. Walter blends well with TEC team and brings in innovative, agile and team spirit that has been a plus to the organization.

3.2 Organizational Chart



4.0 Our Company Certifications



KENYA REVENUE AUTHORITY

PIN Certificate

For General Tax Questions
Contact 102, Call Centre
Tel: +254 (0)20 698 999
Fax: +254 (0)20 698 999
Email: taxenquiry@kra.go.ke

www.kra.go.ke

Certificate Date : 05/02/2016
Personal Identification Number : P05117049P

This is to certify that taxpayer shown herein has been registered with Kenya Revenue Authority

Taxpayer Information

Taxpayer Name	TOP ELGE CONSULTANTS LIMITED
Email Address	TOPELGECONSULTANTS@GMAIL.COM

Registered Address

L.R. Number	Building	Clara House
Street/Road	City/Town	Nairobi
County	District	Lengata District
Tax Area	Suburb	South of Nairobi
P. O. Box	Postal Code	00111

Tax Obligation(s) Registration Details

Sr. No.	Tax Obligation(s)	Effective From Date	Effective Till Date	Status
1	Value Added Tax (VAT)	05/02/2014	N.A.	Active
2	Income Tax - Company	26/11/2011	N.A.	Active
3	Income Tax - PAYE	04/02/2016	N.A.	Active

The above PIN must appear on all your tax invoices and correspondences with Kenya Revenue Authority. Your accounting month is December unless a change has been approved by the Commissioner-Domestic Taxes Department. The status of Tax Obligation(s) with 'Default' status will automatically change to 'Active' on date mentioned in 'Effective Till Date' or any transaction done during the period. This certificate shall remain in force till further updated.

Disclaimer: This is a system generated certificate and does not require signature.

5.0 Our Partners



6.0 Select Clients

Our clients include:-

1. Cooperatives - Over 90% of our customers.
2. NGO's - MESPT.
3. County Governments such as West Pokot and Nyandarua
4. Insurance Companies such as Gemimia Insurance.



TEC



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CONTACT US

OUR OFFICES

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Ongata Rongai.
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