



COMPANY PROFILE



“

GIVING YOU
THE RIGHT SOLUTION
FOR YOUR BUSINESS

TABLE OF CONTENTS

- 05 ABOUT EXACT
- 06 THE EXACT WAY
- 07 OUR MISSION & VISION
- 08 OUR VALUES
- 09 WHY ONLY EXACT
- 10 WHAT WE OFFER
- 11 OUR SOLUTIONS
- 17 THE EXACT APPROACH

ABOUT EXACT

THE RIGHT PARTNER FOR YOUR HUMAN RESOURCE NEEDS

You are a fast-growing company and probably have a lot on your plate. That is exactly why you need a good partner to help you minimize the unnecessary frustrations that come with running a business in a dynamic environment.

As your strategic partner, EXACT will help you with all HR responsibilities.

Our specialty is in the creation of tailor-made HR services and solutions for organizations across the globe. We have been operational since 2011 serving clients in different industries.



THE EXACT WAY

We adopt a highly personalized style in our delivery, working with you to identify your specific needs and delivering tailored solutions based on your unique needs.

- + Our services are uniquely branded for each client.
- + We work as partners to your business success.
- + We focus on the outcomes of our interventions on your business and that is our value position.
- + Our services are continually monitored and developed to ensure they are fit for purpose and bring real business benefit.
- + We help transform your business through effective use of Human Resources.
- + We work in partnership with you to implement appropriate interventions and solutions that ultimately deliver desired outcomes for your business.



OUR VISION

OUR MISSION

“

TO BECOME A ONE-STOP SHOP FOR ALL HR RELATED SOLUTIONS.

“

WE WILL ACHIEVE SUCCESS THROUGH THE PROVISION OF LEADING EDGE PROFESSIONAL SERVICES, CREATIVE SOLUTIONS AND QUALITY PROCESSES, DESIGNED FOR LONG TERM BUSINESS PARTNERSHIPS.

OUR VALUES

S P I R I T

- ✓ **S**olutions - that work
- ✓ **P**eople - driven
- ✓ **I**ntegrity - centered
- ✓ **R**esult oriented
- ✓ **I**nnovation
- ✓ **T**rusted partnership

WHY ONLY EXACT

WE HELP COMPANIES INCREASE BUSINESS:



FLEXIBILITY



AGILITY



COST EFFECTIVENESS



COMPETITIVE ADVANTAGE

WHAT WE OFFER



**RECRUITMENT
SERVICES**



**BUSINESS PROCESS
OUTSOURCING
SERVICES**



**HR LEGAL
COMPLIANCE/
ADVICE**



**CAREER
COACHING/
COUNSELING**



**e-HRM
SYSTEMS**



**HR
SERVICES**



**PAYROLL
MANAGEMENT
SERVICES**



**WORKSHOPS/
TRAINING**



**SALARY
SURVEY &
STRUCTURING**



**INDUSTRIAL
RELATIONS
SERVICES**

OUR SOLUTIONS

Recruitment Services

All this starts with getting the right people for the right jobs; and that is where we come in! Selecting and recruiting profiles from Blue collar to Top Management level.

Our dedicated team of specialized experts will rapidly provide you with a shortlist of candidates singled out from our talent pool filled with highly promising individuals.

We:

- + **Get in contact** with candidates from our database and through our network;
- + **Publish Job Advertisements** on our internal job portal (jobs.emcl.co.tz), external portals/sites and through social media networks;
- + **Conduct tailor - made** assessments of behavior, skills and competency based interviews;
- + **Identify** the right candidate(s) through comprehensive assessment procedures, as we offer you a tailor-made evaluation of candidate(s).



To develop a sustainable model for the future, organisations across various industries, have to rethink the way they operate - Business Process Outsourcing (BPO) is one of the choices to make for a sustainable business

Business Process Outsourcing

A new generation of BPO is here, and EXACT is leading the way. We offer comprehensive BPO services whose success is rooted in deep experience and knowledge of our client's business and industry. We collaborate to help clients define a broader spectrum of performance targets, including measurable business outcomes such as increased sales, better customer satisfaction, increased market share, higher levels of employee engagement and productivity, improved shareholder value and more.

EXACT's BPO industrialized delivery capabilities backed by our experience across the industries, enables us to deliver consistent high levels of performance, at the scale you need. EXACT is a steward of the BPO industry, making a real difference to the way our clients operate, every day.

Our services touch the lives of thousands. Whatever your business goal, we make it work, with you and for you, bringing a passion for reliability, value and performance. We apply extensive analytics capabilities—using our industry acumen, the data we manage for clients and our knowledge of your organization to improve your operational engine.

By uncovering hidden insights, we generate innovations that result in business growth.

“
YOUR
RELIABLE
HR
PARTNER
FOR
BUSINESS
SUCCESS

Industrial Relations (IR)

Industrial peace is key for sustained achievement of an organization's objectives. To achieve this, an organization must develop appropriate Industrial Relations strategies, plans, programs, policies, systems and procedures.

Our Industrial Relations services aim to assist organizations in developing and maintaining industrial peace. The Industrial Relations services we provide may include all or part of the following with no limitation to the list:

- + Conducting IR management audits
- + Conducting employees satisfaction surveys
- + Formulating IR strategies, plans and programs
- + Developing employees feedback and grievance system
- + Assistance in handling strikes and lock-outs
- + Assistance in handling employees' onboarding and exiting process
- + Assistance in improving employees' relations
- + Assistance in improving relations with Trade unions
- + Assistance in handling disciplinary matters
- + Handling grievances
- + Dealing with day - to - day HR related matters
- + Preparing HR policies, procedures manual and employees' handbook

EXACT provides professional outsourced payroll management services at reasonable cost while guaranteeing on-time payroll computation and remittance of all statutory deductions. Presented below are a few more key benefits:

Payroll Management Services

Effective payroll management services have a significant two-fold benefit for an organization. When outsourced to a professional payroll processing company, such services not only allow the organization to stay focused on core business processes, but also facilitate in ensuring employee satisfaction through accurate and timely payroll processing. Subsequently, based on these two benefits alone, a company, irrespective of whether it is a startup or a giant, should consider outsourcing payroll processing services to dedicated service providers.

- + Achieve Substantial Cost Reductions
- + Ensure Accuracy and Timely Delivery
- + Avail skilled Resources Supplemented by aid of Technology
- + Avail Flexible, Customized Timesheet Processing for Payroll Calculations
- + Ensure Secure round-the-clock Services
- + Stay Updated with Current relevant Laws



e-HRM Systems

By automating routine procedures, the HR functions can finally become part of your organization's strategic activities. e-HRM offers the perfect information-supported management of all your HR processes without any hidden expenses.

HR Legal Compliance /Advice

Employment law compliance is an ever-changing mix of issues for businesses. EXACT provides guidance and legal services to ensure your business is in full compliance with all relevant labour and employment laws and regulations.



Workshops/ Training

EXACT Training Services provides customised training to business clients. We will tailor a training programme to suit the development needs for your staff.

Career Coaching/ Counseling

EXACT provides career transition services, offering confidential telephone and in-person career counseling and coaching to assist you with the career challenges you may be facing.

Our career counseling and coaching services can be tailored to your needs. You will receive personalized attention as you craft a career plan that, when followed, will facilitate a transition to a new job or career.

EXACT APPROACH

WE CAN WORK WITH YOU IN A VARIETY OF WAYS, WHETHER YOU NEED AD-HOC SERVICES, OUTSOURCED SERVICES OR RETAINED SERVICES, THE CHOICE IS ENTIRELY YOURS.

OUTSOURCED SERVICES

Outsourcing your non-core business requirements is a cost-effective way of protecting yourself and your business from risks related to management of such obligations.

THIS ENABLES YOU TO:

- + Get the most out of your workforce
- + Reduce your exposure to the risks of legal fines or labor cases
- + Concentrate on running your business while we take care of your Human Resources.

Our outsourced HR services are offered either on a need basis or service contract basis, to best fit your business model. All our outsourced solutions are tailored to suit your business, as every business has requirements and challenges that are unique.

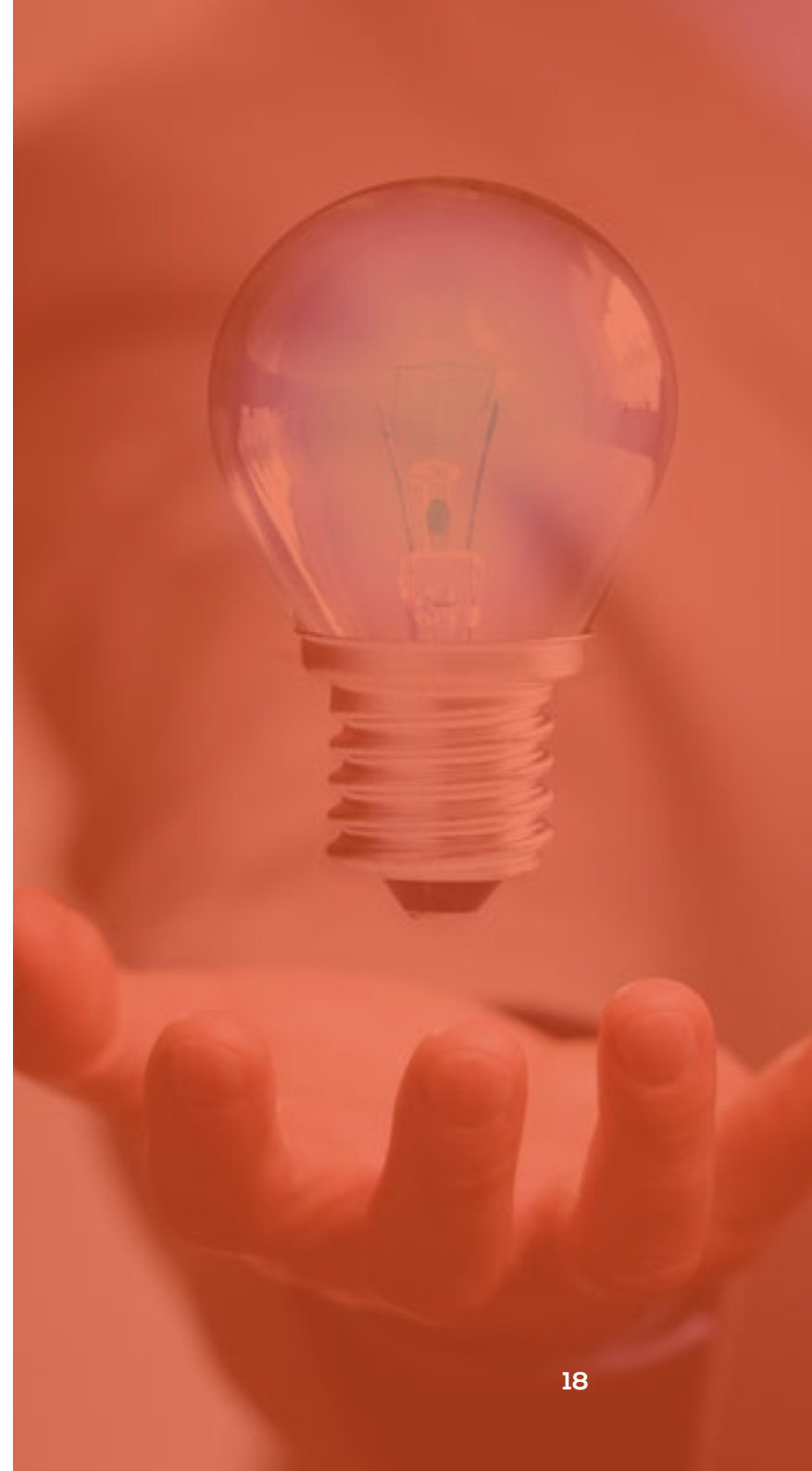
AD-HOC SERVICES

Our Ad-Hoc Services category allows you to have access to our skills and expertise on a need basis. Under this service category, we're there for you whenever you need us.

RETAINED SERVICES

EXACT's retained services offer you a flexible way to access professional advice and expertise to support in realizing your organization's goals. get both a reduction in our rates, and the ability to spread your costs throughout the year. It also includes basic online, telephone and email support, regular site visits and reviews, and long-term consultancy support covering a wide range of services.

It provides a more predictable monthly cost with better value proposition allowing you to sign up for a year and



“

WE OFFER
A TAILORED APPROACH
MEETING OUR CLIENT'S
NEEDS

GET IN TOUCH

3rd Floor, The Arcade House,
Plot No.72, Mwai Kibaki Road, Mikocheni,
P. O. Box 106242 Dar es Salaam, Tanzania

 +255 677 975 251 | +255 715 800 430

 info@emcl.co.tz

 www.emcl.co.tz