

**PROACTIVE  
CONSULTING**  
COMPANY LIMITED

*Consulting with excellence and expertise*

**| Company Profile**





**PROACTIVE  
CONSULTING**  
COMPANY LIMITED

*Consulting with excellence and expertise*



*Consulting with excellent and expertise*

A woman with curly hair in a ponytail, wearing a white button-down shirt, is smiling and looking to her right. She is holding a silver laptop in her left hand and a large blue circle with the text "WHO WE ARE" in white capital letters in her right hand. The background is a light blue gradient with a dark blue diagonal stripe at the bottom.

## WHO WE ARE

**J & T Proactive Consulting Company Limited** is the professional Business Consultancy Firm specializing in HR Solutions such as Recruitment & Placement, Training and Development, Payroll Management, Business Process Outsourcing (BPO), Sales + Distribution & Marketing, Accounting, Monitoring & Evaluation, Data Entry Management, IT & Digital Solutions, Business Registration and Licencing, Permits and Language services include: translation, interpretation, editing & proofreading, transcription and writing official documents.

With our competent team of experts with innovation at the core targeting more on strengthening competitiveness, every individual has become a catalyst for change with a common goal of providing sustainable support for the business growth to our esteemed clients.

We are committed to the long-term success of our company through superior customer and candidate service. With our competent team of experts with innovation at the core targeting more on strengthening competitiveness, every individual has become a catalyst for change with a common goal of providing sustainable support for the business growth to our esteemed clients.

Our work scope extent to all over Tanzania, some part of African countries and international, looking for the excellent, competent and honest candidates. Our works rely on core principles of expertness, speed, quality, reliability and commitment that guide our business master plan, competence and Partnership relationship.

## • Our Mission

Our mission is to deliver cost-effective consulting solutions in order to assist business transformations, performance improvement and sustainable services through offering state-of-art professional counseling, step-by-step planning and execution as well as monitoring and evaluating successes of the implemented projects so as to attain maximum achievement and return on investment to our clients.

## • Our Vision

To be one of the largest and the most effective business consulting firm with international influence offering reliable services.



# Core Values

## Integrity:

We always believe in trustworthy in our dealings with the clients, you can put the trust of your business in us.

## Collaboration:

We work together as a team, while also working closely with clients and candidates to achieve optimum results of our goals.

## Responsibility:

We are aware of responsibilities that we have to our esteemed clients

## Professionalism:

At J & T Proactive Consulting, we put the needs of our clients first with the highest standards, trustworthy and reliability.



**HUMAN  
RESOURCES**

# What We Do

## 1. HUMAN RESOURCES CONSULTANCY:



We are committed to assist you to discover better ways to improve your business performance through our unique and effective framework for successful business growth. Our services are aimed at assisting businesses to manage their Human Capital requirements according to Tanzanian Laws and the best International Human Resources practice principles.

### **Our services include but not limited to;**

Organizational Design and Planning, HR Policies and Procedure drafting, Employee vetting and screening, Talent Management, Employee Compensation and Benefits, Strategic Approaches to Remuneration, Targeted Salary Surveys, Job Profiling and Grading, Team building events and workshop facilitation, Performance Management and HR Audits.

## 2. RECRUITMENT AND PLACEMENT:

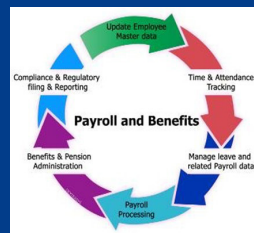
We believe in quality production for quality staffing and endeavor to create an affordable, cost-effective and hassle free hiring and job-seeking ground that meets both the job description and the specific career requirements.

We have a proven record in supporting our clients to identify qualified candidates that matches their expectations. Our recruitment and selection process can be done as an integrated joint service or as a completely outsourced service. This involves; identifying the workforce required by organization, tracking application information, screening process to short list candidates. Initial interviewing process and provide the customer with the recommended candidates or lists of candidates.



## 3. PAYROLL MANAGEMENT:

We know that running a business is not an easy task. That's why we are here. By providing you a comprehensive service in payroll, you can say goodbye to extra time spent administering your payroll. So that you can focus on more important things, like, running your business!



As a business function, it involves: Developing organization pay policy including flexible benefits, leave encashment policy, etc. Defining pay slip components like basic, variable pay etc., Collect payroll inputs, The actual calculation of gross salary, statutory as well as non-statutory deductions, and arriving at the net pay, Releasing employee salary, Depositing and report dues P.A.Y.E, Pension fund, SDL, WCF etc. with appropriate authorities and filing returns





## 4. BUSINESS PROCESS OUTSOURCING (BPO)

This is a subset of "Outsourcing" that involves the contracting of the operations and responsibilities of specific business functions (or processes) such as HR Consultancy, Payroll Solutions, Recruitment & Placement, Customer Service, Accounting, Call Centre, Data Collection, Research or Survey, Sales & Marketing and much more to a third-party service provider.

We offer this as the most appropriate alternative. Business Process Outsourcing (BPO) can help address workforce challenges. We can also cover HR Consultancy, Payroll Management, Administration, Recruitment & Placement, workforce training, insurance processing, retirement benefits and other benefits like resignation, termination etc

The BPO market has grown tremendously with various benefits for organizations looking to streamline business processes and increase productivity and profit.



## 5. TRAINING AND DEVELOPMENT:

Our training seminars offer career coaching and development strategies to our delegates so that they may all have an equal opportunity in becoming captains of their professions.

Our Professional trainers are fully certified facilitators with advantage of targeted training experience. They can address the real time needs of participants and deliver dynamic interactive experience.

We would like to take this opportunity to present to you the service, which will help your company build capacity and perform better. Mid to Senior Management "One Day" Training Courses available: Team building, Risk Management, Time Management, Negotiation Skills, Customer care, Change management, Leadership, Management skills, Presentation skills, Selling skills, Complaint handling, Project Management skills, Executive coaching / Management Training / Workshops, Finance for non-finance personal, Front-line Management, Conflict management, Motivational skills, Report writing skills, Marketing skills, and Quality management.



## 6. ACCOUNTING:

We believe that business accounting has a much more important role to play than just satisfying the compliance challenges of Tanzania Revenue Authority, Companies Act and other regulatory requirements. The breadth and depth of our experience guarantee our select clients to be provided with timely information for making informed decisions. We provide a broad range of accounting and bookkeeping services.

We are committed to pursuing the highest levels of integrity, quality, and professionalism in delivering accounting services;

- Comprised of Periodical Accounting
- Auditing and Assurance/Donor Support Service
- Book Keeping,
- Preparation of Cooks of Accounts and Financial Statements
- Preparation of Financial Policies and Procedures, etc.

## 7. COMMUNICATIONS SERVICES:

Professional writing, editing and proof-reading, translation, and interpretation to mention a few. Not everyone is knowledgeable of rules of professional writing and its related activities.

At our company, we boast a handful of professional writers with experience in all aspects such as from writing to final proofreading of your work. Professional writing is very importance since is the one that could enable you win that tender, pitch, proposal or presentation to your targeted donors or funders.

## 8. SALES AND MARKETING:

These two concepts work hand-in-hand that is a great marketing campaign will enable you to sell effectively that product or service you are about to throw into the market. We can be of a greater help in both fields; for Marketing, we can assist from the creation of marketing campaigns its executions and evaluation, we can also provide different ideas in market approach and useful tools to help you reach the targeted audience.

While for sales, we can assist from the strategies, plans and executions. There are different approaches toward selling ideas depending on what you want to sell and nature of the customers you would want to face in the market.

## Why Choose Us

We have affordable prices for better services.

We have strong team of expertise working to develop a very strong and skillful human capital database and business consultancy.

We work under the guide of high speed, efficiency and value our clients' time by providing professional business consultancy and competent & perfect candidates.

It is the only company with an extensive network from a large team of Human resources representatives from different company ensuring efficiency and reliable information of candidates.



# Our Clients

Our company focuses on assisting the growth and high performance of our clients' businesses. We boast ourselves for having a long and mutual beneficial relationships with all our clients and most of the new businesses are referred to us by our existing clients.

We work closely with a variety of clients from different sectors including but not limited to government offices and institutions, corporate companies, SMEs, international organizations, embassies, public-listed companies and multi-national companies. Some of our esteemed clients includes:

## We glad for being trusted by top Brands





**PROACTIVE  
CONSULTING  
COMPANY LIMITED**

*Consulting with excellence and expertise*




**PROACTIVE  
CONSULTING  
COMPANY LIMITED**


*Consulting with excellence and expertise*

## Get in touch with us:

 +255 22 292 3359

 +255 653 542 727  
+255 742 444 554

 [info@jt-consulting.co.tz](mailto:info@jt-consulting.co.tz)

 Msasani Tower, 1st Floor  
Plot No. 503/1, Block 'G'  
Off Kimweri Avenue, Msasani  
P.O. Box 100076,  
Dar Es Salaam - Tanzania