

Company Profile

OPTIPRO
CONSULTING *me*
EFFICIENCY & PRODUCTIVITY

Contents

3	About the Company	8	Happy Clients
4	Our Mission and Vision	9	Certificates
5	Our Goals	10	Our Team
6	Our Transformation Model	11	Contact Information
7	Our Product Portfolio		



About the Company

- ▶ Established in 2023 as a Business Management Consulting Company
- ▶ We believe in organizational change through training, mentorship and incubation

Our Mission and Vision

Mission

We exist to better organize the **operations** and **processes** of enterprises to drive **efficiency** and **sustainable growth**

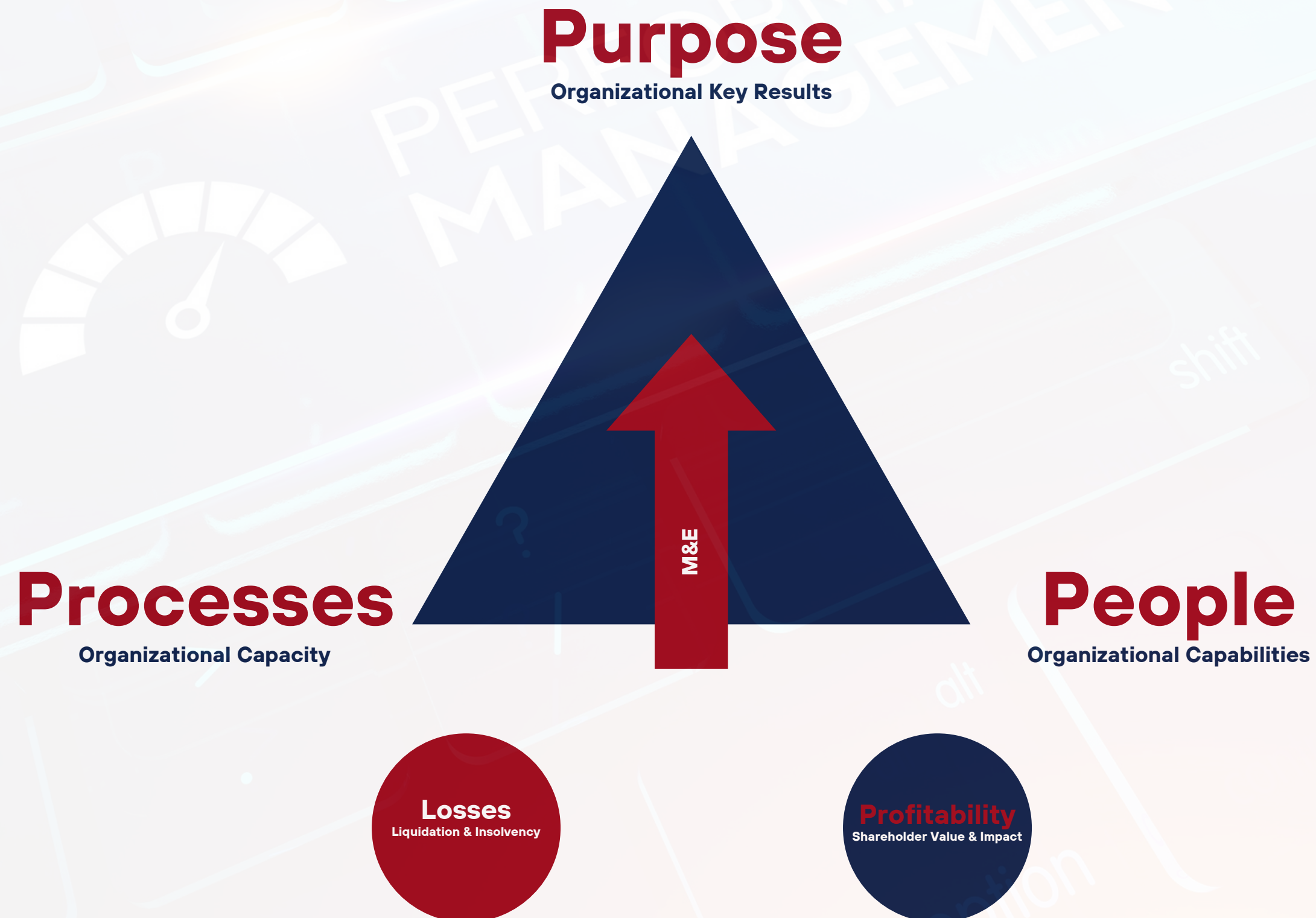
Vision

We endeavor to touch lives and **transform** livelihoods through organizational **turnaround**



Our Transformation Model

3- Dimensional Approach to Change



Our Goals



Goal # 1

Transform Human
Resources



Goal # 2

Transform Processes



Goal # 3

Transform Cashflow

Sustainable
Change

Transform Human Resources

HR Audit Checklist

www.optiproltd.com
0720327978 0725090430

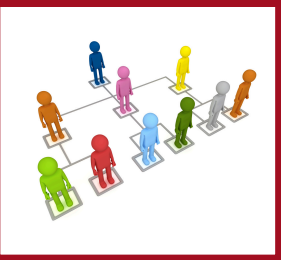
A	HR COMPLIANCE	D	TRAINING & DEVELOPMENT
<input checked="" type="checkbox"/>	Employee Records	E	PERFORMANCE MANAGEMENT
<input checked="" type="checkbox"/>	Legal Requirements	F	EMPLOYEE ENGAGEMENT & RETENTION
<input checked="" type="checkbox"/>	Policies & Procedures	<input checked="" type="checkbox"/>	Feedback Mechanisms
B	RECRUITMENT & HIRING	<input checked="" type="checkbox"/>	Workplace Culture
<input checked="" type="checkbox"/>	Job Descriptions	<input checked="" type="checkbox"/>	Retention
<input checked="" type="checkbox"/>	Recruitment Process	G	SAFETY & HEALTH
<input checked="" type="checkbox"/>	Onboarding	H	HR TECHNOLOGY & SYSTEMS
C	COMPENSATION & BENEFITS	I	DOCUMENTATION & REPORTING
<input checked="" type="checkbox"/>	Payroll	J	HR POLICY DEVELOPMENT
<input checked="" type="checkbox"/>	Benefits	K	WORKFORCE PLANNING ANALYTICS
<input checked="" type="checkbox"/>	Incentives & Bonuses		

Transform Corporate Governance

Improve Stakeholder Confidence

www.optiproltd.com
0720327978 0725090430

Organizational Restructuring



Sustainability Reporting

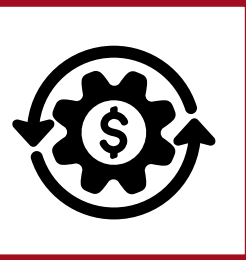


Business Plan Development



Risk Audit & Management

Strategic Plan Development



Financial Modelling

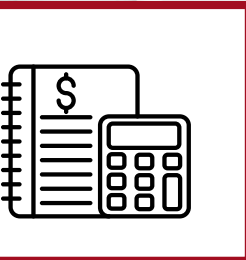
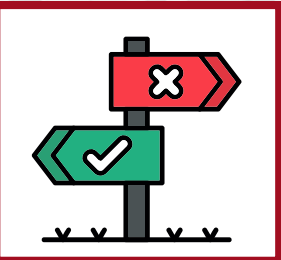


Board Charter



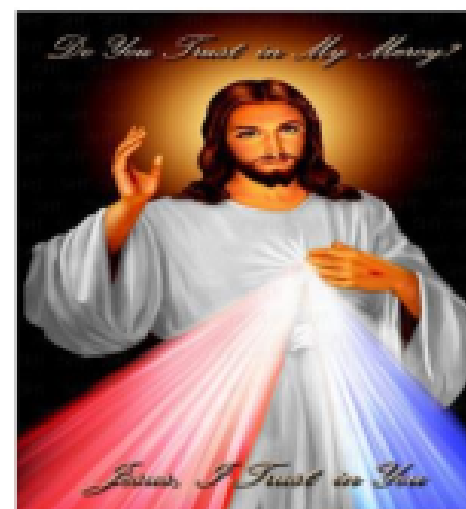
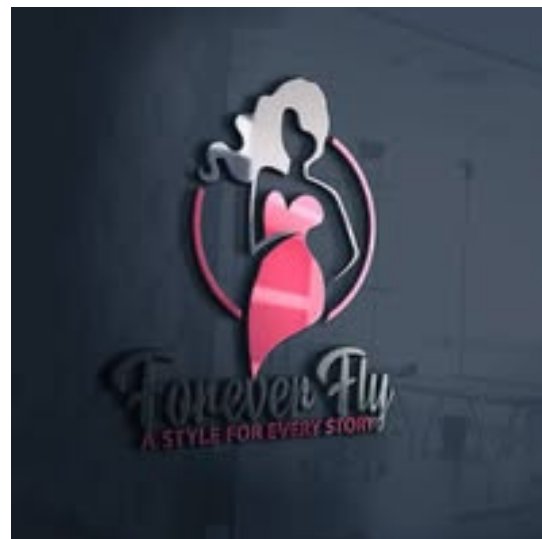
Investors Readiness

Ethics & Integrity Manual



Book Keeping, Tax & Audit

Happy Customers



Divine Mercy Catholic



Certificates



No. PVT-EYUBK3EG

CERTIFICATE OF INCORPORATION

I hereby CERTIFY that,

OPTIPRO LIMITED

is on this date 21 Apr 2023 incorporated under the Companies Act, 2015 and that the Company is a **PRIVATE LIMITED COMPANY**.



Registrar Of Companies

This is a system generated certificate. To validate this document send the word **BRS** to **21546**

Serial No: 202441210



Institute of
Human
Resource
Management

The Professional Body of HR Practitioners in Kenya



2024 HUMAN RESOURCE FIRM REGISTRATION

Certificate

We hereby certify that

Optipro Limited

Hr Firm

Having complied with the relevant provisions of the
Human Resource Management Professionals
Act No. 52 of 2012 Laws of the
Republic of Kenya, under

Registration No **c00495**

Given under hand and common Seal of the Institute of Human Resource Management

This day of 1 Jan year 2024

Chair,HRM Council

Chair,Registration Committee

Secretary, IHRM Council



www.kra.go.ke

PIN Certificate

For General Tax Questions
Contact KRA Call Centre
Tel: +254 (020) 4999 999
Cell: +254 (0711) 099 999
Email: callcentre@kra.go.ke

Certificate Date 21/04/2023
Personal Identification Number
P052213346T

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

Taxpayer Information

Taxpayer Name	OPTIPRO LIMITED
Email Address	info.optimapro@gmail.com

Registered Address

L.R. Number : NA	Building Emcee Plaza Room One Murera
Street/Road Mugutha Road	City/Town : NA
County : Kiambu	District Ruiru District
Tax Area Ruiru	Station Thika
P. O. Box 40502	Postal Code 00100

Tax Obligation(s) Registration Details

Sr. No.	Tax Obligation(s)	Effective From Date	Effective Till	Status
1	Income Tax - Company	21/04/2023	N.A.	Active

The above PIN must appear on all your tax invoices and correspondences with Revenue Authority. Your accounting end month is December unless a change has been approved by the Commissioner-Domestic Taxes Department. The status of Tax Obligation(s) with 'Dormant' 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.

Our Team



Simon Kamau

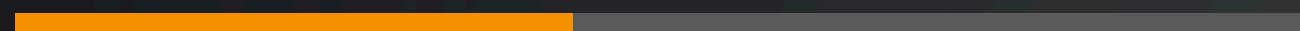
**EXECUTIVE DIRECTOR &
MANAGING PARTNER
TALENT ADVISOR**

.....

Simon Kamau is an experienced business strategist who has worked in various industries across East Africa. He is also a certified Human Resource Practitioner with 10+ years experience in driving efficiency and sustainable growth in founder-managed businesses. Simon believes that organizational culture is a critical aspect of defining a business's success and he focuses on teamwork and a healthy, diversified environment to achieve this.

17+ years in :

BUSINESS GOVERNANCE



OPERATIONAL EFFICIENCY



TALENT OPTIMIZATION



Felix Nzuki

**MANAGING PARTNER
BUSINESS GROWTH**

.....

Felix is an experienced Business leader with over 13 years of experience in developing go-to-market strategies and business development to increase revenues and margins. He is an adaptive and deadline-oriented leader, who can execute and complete multiple projects in high-stress environments. He is also passionate about training teams to improve delivery on business outcomes. Felix is a transformative leader guided by humanism, inner vision, deep thoughtfulness and imagination.

14+ years in :

BUSINESS DEVELOPMENT



STRATEGIC PLANNING



PROCESS ALIGNMENT





Connect with us.

Email

Fnzuki@optipro ltd.com

Skamau@optipro ltd.com

www.optipro ltd.com

Call us

+254-720-327-978

+254-725-090-430





DIVINE MERCY CATHOLIC
CHURCH
KARIOBANGI SOUTH PARISH

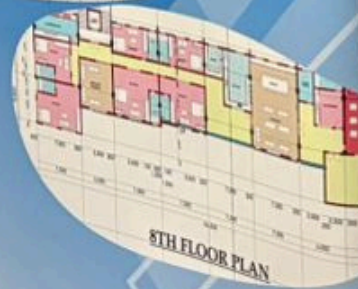


STRATEGIC PLAN 2025-2029

Our Vision
"To be a faith-centered hub of
excellence in compassionate service
and community empowerment."

PAYBILL No. 4073633 ACC. Name: PROJECT

DIVINE MERCY COMPLEX
A CENTRE OF EXCELLENCE



PAYBILL No. 4073633 ACC. Name: PROJECT

DIVINE MERCY
CATHOLIC SCHOOL



STRATEGIC PLAN 2025-2029

Our Vision
Mould competence in a dynamic society

PAYBILL No. 4073633 ACC. Name: PROJECT

DIVINE MERCY HOSPITAL



STRATEGIC PLAN 2025-2034

Our Vision
"To provide comprehensive,
compassionate, and accessible care
for all"

PAY





Divine Mercy Catholic Church

Schedule of Masses

Daily Mass: 6.15 a.m.

1st Mass on Sunday: 7:00 a.m.

2nd Mass on Sunday: 9:00 a.m.

3rd Mass on Sunday: 11:00 a.m.

PMC Mass on Sunday: 9:00 a.m

[Learn more](#)



Divine Mercy Comprehensive School

Competence Based Curriculum (2.6.3.3.)

- Daycare, Playgroup
- **Pre-school** [PP1, PP2]
- **Primary School** [Grade 1 - Grade 6]
- **Junior Secondary School** [Grade 7 - Grade 9]

[Learn More](#)



Divine Mercy Dispensary

Outpatient Services

- Consultation
- Lab investigations
- Child welfare clinic
- Vaccination
- Antenatal clinic
- Special clinics for chronic illnesses

[Learn More](#)

