



# APITPRO INVESTMENTS PBC

COMPANY PROFILE

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## 1.0 Executive Summary

|                       |   |                                                                                                                                        |
|-----------------------|---|----------------------------------------------------------------------------------------------------------------------------------------|
| Name of Company       | : | Apitpro Investments PBC                                                                                                                |
| Registration Number   | : | 849 / 2012                                                                                                                             |
| Date of Incorporation | : | 17 August 2012                                                                                                                         |
| Address               | : | Suite L11 B Charles Street Chegutu                                                                                                     |
| Email Address         | : | <a href="mailto:support@apitpro.co.zw">support@apitpro.co.zw</a>                                                                       |
| Website               | : | <a href="http://www.apitpro.co.zw">http://www.apitpro.co.zw</a>                                                                        |
| Contact Numbers       | : | +263 78 219 8848<br>+263 77 571 2307<br>+263 77 684 2241                                                                               |
| Directors             | : | Pitimah Nicholas<br>Pitima Chamunorwa                                                                                                  |
| Bankers               | : | ZB Bank                                                                                                                                |
| Consultancy           | : | Corporate Secretarial Services P/L<br>Suite 105 1 <sup>st</sup> Floor, Anlaby House<br>Cnr N. Mandela Avenue & Angwa Street,<br>Harare |
| Head Office           | ; | Suite L11B Charles Street Chegutu                                                                                                      |
| Branches              | : | Murombedzi <i>Stand 140 Murombedzi</i><br>Chegutu <i>Stand 141A Queen Street</i>                                                       |

## 2.0 The Company

**Apitpro Investments Private Business Corporation [PBC]** is a company which was incorporated in 2012 and registered under the Private Business Corporation Act [*Chapter 24:11*]. Since then the company started to establish business relationships with key prospects in the ICT industry.

Being the one of the institution involved in the ICT, Printing, and Stationery business, we seek to reflect and promote the importance of this sector in the growth and sustainability of the Indigenisation and Empowerment in Zimbabwe.

In keeping in line with our mission to provide an “unparalleled ICT and Printing Solution to our clients” we endeavor to translate the general economic landscape into a stepping stone to the higher levels.

We are highly committed to forge and foster relationships with all stakeholders both in Government Departments and Private Sectors. Thus, our company appoints marketing consultants to initiate and solidify the previously mentioned relations.

The company has been growing phenomenally and is now a force to reckon with in the ICT, Stationery, and Printing Industry. This is evidenced by the projects which have been entrusted to us by blue chip companies, churches, government departments and local authorities.

### 2.1 Our Vision

- i. To provide state of the art ICT products and pioneer solutions across the **Globe**
- ii. To become a leading and preferred partner in the provision of Printed and non-printed commercial, scholastic stationery, and Printing solutions in Zimbabwe and beyond.

## 2.2 Our Mission

- i. To be the leading provider of ICT repairs of computers, laptops and printers, procurer and distributor of stationery that is geared towards building fundamental advantage to our clients.
- ii. We commit ourselves to ensuring that every aspect of our approach is underpinned on creating competitive advantage of the business of our clients.
- iii. As our performance barometer, we seek to derive optimum client satisfaction through provision of innovative business strategies as well as building a great firm that attracts, develop, excites, and retains exceptional clients.

## 2.3 Our Core Values

- i. Relationship Building
- ii. Accountability
- iii. Transparency
- iv. Professionalism

## 2.4 Our Competitive Edge

- i. We create personalized solutions for each of our clients
- ii. We are quality conscious.
- iii. As our performance yardstick, we seek to derive optimum client satisfaction.
- iv. Our paperwork is concise.
- v. One Stop Shop experience

## 3.0 Portfolio

### 3.1 Services

#### i. TELECOMMUNICATIONS

1. Local Area and Wide Area Network Setups
2. Telecommunications Infrastructure Maintenance & Installations
3. VOIP, PABX Installations
4. CCTV Setups

#### ii. SOFTWARE ENGINEERING

1. Custom Software Design  
(*Point of Sale, Invoicing, Inventory Management, Payroll Solutions*)
2. Website Design

#### iii. DESKTOP PUBLISHING

1. Printing Solutions
2. Book Binding
3. Photocopying
4. Graphic Designing
5. Image Setting
6. Full Colour Prints
7. Vinyl signage
8. Photographic Printing

iv. Other Services

1. PC Repair & Maintenance
2. Printer Repairs
3. Computer Servicing

## 3.2 Products

1. Laptops
2. Printers
3. Computers
4. Routers and Switches
5. Tablets
6. Letterheads
7. Business Cards
8. Invoice, Order, Receipt Books
9. School Reports
10. School Exercise Books
11. All School Stationery
12. Office and Commercial Stationery
13. Books
14. Magazines
15. Pamphlets and Brochures
16. Annual Reports
17. Flyers
18. Wedding Cards

## 4.0 Safety Health and Environment Policy

We value our workforce's and the environment's wellbeing and hence we have policies on:

### 4.1 Safety

- i. Adherence to the best standards of safety and best industry practices in all our operations
- ii. Attaching and insisting on the use of protective clothing by our staff always

### 4.2 Health

- i. Appraise staff on HIV/AIDS and all health-related issues.
- ii. Spread awareness on health issues
- iii. Ergonomics (*the proper use of computers*)

### 4.3 Environment

- i. Observe by laws of the country on Environmental issues and minimize pollution.
- ii. Proper disposal of our printing chemical and waste paper.
- iii. Recycling



## 5.0 Directorship and the Team

The company consists of personnel with diverse backgrounds and skills to take the company to greater heights.

### Profiles

The company was founded by two brothers who have vast experience in the ICT industry in various fields. Their diverse experience helps apitpro to have a competitive edge.

### 5.1 Directors

|                  |                                                                                                                                                                                                                      |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pitimah Nicholas | He is an entrepreneur who left employment from Total to operate his own typing and photocopying shop. Since then he has been able to diversify into Computer Repair and Maintenance and Desktop Publishing Services. |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                   |                                                                                                                                                                                                                                                                                                            |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pitima Chamunorwa | He is a Software Developer and Telecommunications Expert with experience from Standard Chartered Bank and Infrastructure Development Bank of Zimbabwe respectively. His experience from these top banks makes him a versatile ICT specialist. He is also adept in Business Studies and Finance Management. |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## 5.2 Our Team

Pitima Fortunate      She is responsible for handling the day to day administration tasks for the business. She is also our in house legal consultant. She studied Business Administration and Law with IBAS.

Mutero Stancilous      He is the company's Financial Advisor and Investment Planner. He holds a BSc in Accountancy.

Tembo Shelton      He is a Web Developer. He holds a BSc in Information Technology.

Mandaza Bright      He is currently studying for a BSc in Safety, Health, and Environmental Management. He currently advises us on Safety and Health matters.

## 6.0 Our Clientele

We are a relationship based firm and engage in repeat business with the following:

LYNNCARE COSMETICS (*Kadoma & Chegutu Branches*)

- Point of Sale Software Development & Installation

DA'S OFFICE (*Chegutu*)

- Printer Servicing

MACTRACY (*Chegutu*)

- LAN Configuration (*CISCO Equipment*)

NEW HOPE COLLEGE (*Chegutu*)

- Computer Repairs
- Printer Repairs
- Supplying all books as per requirement
- Computer Networking
- Cartridge Refilling

OASIS GROUP OF COLLEGES (*Murombedzi*)

- Supplying Report Books
- Computer Repairs
- Printer Repairs
- Cartridge Refilling

ST FRANCIS PRIMARY SCHOOL (*Chegutu*)

- Computer Repairs
- Printer Repairs
- Supplying all books as per requirement

- Supplying Stationery
- Cartridge refilling

#### MINISTRY OF EDUCATION, SPORTS, AND CULTURE MASHONALAND WEST

- Repaired Zvimba District computers and printers for BSPZ
- Supplied stationery to 10 schools under government per capita grant program.
- Supplied bond papers regularly to Zvimba District Office

#### MUROMBEDZI PRIMARY & SECONDARY SCHOOL

- Printer and computers servicing and repairs
- Supplying examination material for 2014 end of year exams and 2016 midyear exams.
- Wide range of stationery.

#### LAZENBY PRIMARY SCHOOL (*Kutama*)

- Supplying of various stationery products for the year 2014, 2015 and 2016
- Printing of School report books.

#### MHANDU PRIMARY SCHOOL

- Cartridge refilling
- Printer repair and servicing
- Computer sales

#### ZVIMBA RURAL DISTRICT COUNCIL

- Supplying various needs of stationery.
- Offering printing and photocopying services.
- Printer and computer servicing
- Cartridge refilling

## 7.0 Annexure

### 7.1 Incorporation Statement