



BAPA CONSULTANTS COMPANY

PROFILE

Specialized in;

Financial and Accounting Consultancy

Finance, Accounting and Audit, Tax, Finance Consultancy,

Business Consultancy

Company and business registration, Real Estate Management and Financial Training

1- INTRODUCTION

BAPA CONSULTANTS COMPANY is a private registered consulting firm which started its operations in January 2013 with registration number **268544** issued by Tanzania Business Registration and License Agency (BRELA). The firm's primary focus is to engage in providing professional services including audit, accounting, taxation and general business consultancy.

BAPA CONSULTANTS COMPANY fundamental philosophy is on its genuine dedication to offering enthusiastic services to clients based on business and practical experience in an ethical and excellent manner. The firm has an accumulation of high respect from both clients and competitors for its persistence, experience and ability to proficiently handle any assignment of business solutions that may be entrusted to the firm. Through combining professional skills and hard work with the team, the firm is able to develop and come up with innovative business strategies that benefit our clients. The team members are extremely active in industry professional associations and continuous educational programs, to ensure that they are contributing to the growth of the industry in which they operate. The exciting results attained by clients from utilizing the service we provide are the outcome of using the experience of our entire team to help ensure the successful growth of start-up, emerging business and other clientele expanding considerably.

2- NAME, ADDRESS, & LOCATION.

The registered name of the business is **BAPA CONSULTANTS COMPANY**.

Its main office is based in **Dodoma at Forties Building 1ST Floor Nyerere Street**

P.O.Box 2791 Dodoma, Tanzania.

Office Phone

+255 26 2321281

+255 713 237660

+255 753 210 340

Email: consultants.bapa@gmail.com

Website: bapaconsultants.co.tz

3- OUR MISSION

To provide effective, efficient and professional consulting services to the business communities in Tanzania, through dedicated and professional staff with a smile with competitive prices.

4- OUR VISION

To be the best consulting firm in Tanzania, offering various consulting services with the highest standard of Professionalism, Passion, and Excellency for the benefit of the clients, staff and the shareholders.

5- OUR CORE VALUES

a. *Transparency and Accountability:*

We will be open and accountable to the firm and ourselves in our activities. We will seek to promote the spirit of transparency among ourselves and to our clients.

b. *Integrity:*

We, the employees of BAPA Consultants Company are people of integrity in who we are and in what we do. We will be sincere, upright, and honest in our services and business with all our clients.

c. *Information sharing:*

We believe in the participation of every person as important for the development of BAPA CONSULTANTS COMPANY. We will provide an environment where employees have access to information through various means, such as forums for sharing and learning resources. Internet services will be available for browsing and keeping in touch with the latest happenings in business, consulting development and world news at large.

d. *Professionalism:*

BAPA CONSULTANTS COMPANY employees will approach their work with personal commitment, diligence, and a high standard of professionalism. We commit ourselves as an organization to continuously enhance and upgrade staff skills to meet the modern challenges of service provision and in the way that we constantly challenge conventional thinking.

e. *Affordable Services:*

BAPA will endeavor to make BAPA Consultants Company services professional and affordable. The staff will have the needed skills and will provide exemplary service in a clean and comfortable office environment with a smile.

f. The firm of Excellence:

In all of its activities, BAPA Consultants Company will strive to perform at a superior level to our customers in terms of available technical skills, technology, and service. BAPA Consultants Company will seek the assistance of both national and international professionals and instructors to meet this end. The hope of BAPA Consultants Company is that, by setting the bar of professionalism high, all other consultants surrounding us will be encouraged to strive towards a higher level of service and commitment.

g. Confidentiality:

Our customer's information is very important. We will strictly keep our client information confidential. It is our professional promise to our clients.

5- OUR RANGE OF SERVICES/PRODUCTS

BAPA CONSULTANTS COMPANY's core area of operations is in the following business service areas.

a) Audit Services

(i) **General Audit:** We offer engagements to provide statutory audits to our client's financial statements and to evaluate the fairness of presentation of the statements in conformity to the International Standards on Audit.

(ii) **Special audits and/agreed-upon procedures**

We provide agreed-upon procedures with clients to conduct specific audits on some selected areas of the business and issue reports and advice on findings. These may include below mentioned services,

- Value-for money audit.
- Procurement audit
- Fraud Investigation

b) Accounting Services

▪ **Financial Records:**

We offer accounting services that focus more on how the clients keep their financial records and books of accounts. We are ready to offer the service, which covers full range of accounting services from setting up an accounting system and performing a compilation of financial records. We advise our clients to engage us to help with their recordkeeping while they concentrate on their products and customers. Our accounting services include:

• **Bookkeeping.**

We provide services of maintaining ledger accounts and record transactions from your primary documents, cashbook, and other supporting documents and preparation of monthly trial balance.

- **Financial Statement Preparation.**

We will prepare monthly financial statements that include the financial position, income statements, and cash flow.

- **Special assignments**

- ❖ Preparation of monthly bank reconciliation
- ❖ Preparation of management financial reports
- ❖ Preparation and Processing of Payroll.

c) Tax Services

We offer tax consultancy services that include tax-planning assessment of taxable income and tax reserves. Also, we offer management information related to aspects of forecasting projection of operating results, different tax saving opportunities available to clients, preparing and supervising the annual income tax declaration besides and other related services.

Our tax consultancy services include:

- ❖ Processing Business and Sector Specific Licenses and Permits;
- ❖ Review of the financial statements
- ❖ Preparation & Submission of Provisional Returns of Income, Annual Income Tax return.
- ❖ Registration for Value-Added Tax (VAT);
- ❖ VAT Return filing
- ❖ Payroll and PAYE submission
- ❖ VAT Refund Audits;
- ❖ Levies and Related Matters.

d) General Business Management Consulting Services

We provide a wide range of business management consulting services which comprises administration, procurement, investment appraisal and business plans. These consultancies include:

- ❖ Company registration Services (We assist clients to register their companies and business names including preparation and submission of the annual returns to BRELA)
- ❖ Design and implementation of administrative, financial and accounting structures.
- ❖ Facilitating businesses connection of different sectors for business and consultation.
- ❖ Preparation of the Business plan and feasibility studies.
- ❖ Financial analysis and projections
- ❖ Business development consultations.
- ❖ Share & business evaluations, cash flow charts, projections and
- ❖ Budgetary services.
- ❖ Procurement consultations and studies.
- ❖ Connecting same business mind people for business and partnerships
- ❖ Marketing and business promotions

e) Human Resources Consultancy

BAPA CONSULTANTS COMPANY has training packages in the following lines;

❖ **Leadership management and personal effectiveness**

Appraisal skills, Listening skills, Building confidence, Motivating yourself and others, Problem-solving, Successfully managing change, Managing remotely and flexible team, Communicating with confidence, Assertiveness and dealing with difficult situations, Dramatic presentation, Interpersonal/communication skills, Managing people effectively, Meetings and how to run them, People management, Teams – developing the high performance team, Time and stress management, Work smarter

❖ Capacity building in financial management.

❖ **Sales training**

- Strategic sales prospecting, Persuasive presentation skills, Telephone sales, Sales success, Sales performance improvement workshop, Service with a sale,

❖ **Customer service training**

- Front desk customer service, General Customer Service, Brilliant face-to-face customer service! Internal customer service! Telephone customer service! Building a customer mentality, Call control with confidence, Stages customer service! Etc.

f) Real Estate Management

The Real Estate and property business is booming in Tanzania. There is a great need and demand for the professional handling of the real estate businesses. BAPA CONSULTANTS COMPANY has the expertise in marketing the supply and demand equation, facilitating the buying and selling processes of a piece of land, houses, buildings, structures, and residential properties and for those willing to outsource the management of their estates BAPA manages on their behalf

6 OUR SPECIALISTS PROFILE

i. **Baptist Mnyalape (BAF, MBA) Founder and CEO.**

Accounting, Business and Financial Management Consultant & Trainer

Baptist holds a bachelor degree in Accounting and Finance (BAF) from Mzumbe University where he specialized in Accounting and Finance. He also holds a Master's Degree in Business Administration (MBA) from Dodoma University specializing in Consultancy and Entrepreneurship.

His degree in Accounting and Financial from Mzumbe University and years working in various institutions in various capacities in accounting and finance areas make him the best accounting and financial consultant. He is also an expert in business and capacity building training and human resources management.

ii. **Pamela Kishimbo (BAF, MBA, CPA T): Audit, Accounting, and Financial Consultant.**

Pamela holds a bachelor degree in Accounting and Finance (BAF) from Mzumbe University and a Master's Degree in Business Administration (MBA) from Dodoma University and is a Certified Public Accountant (CPA). She worked as Auditor with Deloitte Consulting Limited an International Auditing firm, specializing in Public Finance and Consultancy. She is an expert in accounting, audit and finance. Her years with the international auditing firm Deloitte en Touché gave her the opportunity to audit and prepare financial statements for several international companies based in Tanzania.

She also works at Dodoma University teaching economics and accounting

iii. **Erick Mwelulila (BAF, CPA T): Audit, Tax and Financial Management Consultant.**

Erick holds a bachelor degree in Accounting and Finance (BAF) from Mzumbe University and is a Certified Public Accountant (CPA). He worked as Auditor with Deloitte Consulting Limited an International Auditing firm and worked as Chief Accountant at Comprehensive Community Based Rehabilitation in Tanzania (CCBRT) Dar es Salaam. He enjoys helping clients with difficulties in Tax and compliance issues. He specializes in tax management, auditing, budgetary control, and IFRS.

iv. **Anna Ngw'avi (BOCA): Accounting and Financial Consultant.**

Anna holds a Bachelor Degree of Commerce in Accounting (BOCA) from St. John University, Dodoma. She works as consulting officer specializing in audit and financial management.

v. **Shukran Elias Kayanda (BOCA)**

Shukran holds a Bachelor degree of Commerce in Accounting (BOCA) from Dodoma University. He works as consulting officer specializing in company and

business registration, preparation and submission of company returns and Company updates to BRELA. He is also an expert on all tax issues.

vi. Catherine Mangasin: (BA- HRM)

Catherine holds a Bachelor degree in Human Resources Management from Moshi Cooperative University (MoCU). She is an expert in Human Resources Management, training experts and an expert in company registration services.

6- ASSIGNMENTS ACCOMPLISHED

Since the inception, the firm has accomplished provide a total of 32 clients for issues relating to Audit and Accounting, More than 300 clients for business consultancy, 3 clients for training needs and one client as appointed agent for real estate management. Just to mention a few below.

- i- HERKINS BUILDERS COMPANY LIMITED.** A Class I civil engineering Company located in Dar Es Salaam. BAPA has provided Accounting and Tax Services to this company since 2015.
- ii- MARIA DE MATTIAS PRE AND PRIMARY SCHOOL** located in Dodoma, BAPA has provided auditing of the financial statements since 2016.
- iii- DECCA, MEDICS COMPANY LIMITED:** Located in Dodoma, It is a Health and Allied Sciences, a registered private health institution that focuses to provide health professionals in Tanzania. It offers the following; The Objects of the company include carrying on the business of providing health services including health institutions for teaching and educating Hospital and dispensaries, and pharmacy. BAPA has provided tax and audit services to DECCA since 2018.
- iv- BIBLE SOCIETY OF TANZANIA** A client located in Dodoma. BAPA are the appointed agent manager of 7 floors of BIBLE TOWER building located at 8th Street Dodoma Municipality in Dodoma. We also assisted them to restructure their human resources organization. We also trained staff in many aspects including KPIs, Setting Targets, HR documentations, Stress management and Labor laws.
- v- GOLDCREST HOTEL-** Gold Crest hotels is a brand of the hotel based in Mwanza and Arusha Cities in Tanzania with a higher standard refined atmosphere, first-rate amenities, superior accommodations, and services. It is a four star hotel. BAPA has been providing Accounting and Financial services, audit services, tax and general business consultancy since 2013
- vi- WESTERN IOWA SYNOD OF THE EVANGELICAL LUTHERAN CHURCH OF AMERICA /SOUTHERN DIOCESE ELCT PROJECT:** BAPA is hired since 2013 as external auditors for Hatua Kwa Hatua (HKH), Water Drilling, and Schools projects support in Tanzania at The Southern Diocese of Evangelical Lutheran Church of Tanzania (ELCT) Sothern Diocese in Njombe.

- vii- **M/S TANZANIA AT HOOM COMPANY LTD** Located in Dar Es Salaam, an Egyptian Company dealing with whole and retailer Furniture business located in Dar Es Salaam. BAPA has assisted the company in applying for Tanzania Investment Center (TIC) incentives, Audit and financial statements preparation since 2014. We are also the appointed company representative for all matters relating to TAX and Investment incentives at TIC
- viii- **NEW KIMAMBA SISAL FIBRES LTD.** Located in Morogoeo, a company involved in sisal farming and process located in Kilosa, Morogoro Tanzania. BAPA has been providing accounting, financial and general business consultancy since 2015. We also performed a 2016 audit and we represent them to TRA for all matters relating to Tax compliances.
- ix- **ST. PETER CLAVER HIGH SCHOOL.** A Jesuit Father Secondary School located in Dodoma Tanzania. The audit process involved appraisal and analysis of the school conditions, effectiveness and risks of the finances, personnel and institutional climate of the School.
- x- **JAMBO FOOD PRODUCTS.** Located in Shinyanga, founded in 2011 Jambo Food Product is part of Jambo Group of Companies Ltd. and one of the largest manufacturer of carbonated soft drinks, fresh juices, and processing and bottling of water within East Africa. The company is based in Shinyanga, Tanzania. BAPA has been offering accounting and tax consultancy service since 2017.
- xi- **JOMBO PETROLEUM PRODUCTS**
- Jambo Petroleum Products engages in the purchasing and distribution of petroleum products within the country. The company has one depot in the Shinyanga region and 10 petrol stations within the lake zone region, with 13 tanker vehicles undertaking the transportation and distribution of Oil & Gas. We have been providing tax consultancy to this company services since 2017
- xii- **ALKO VINTAGES COMPANY LIMITED:** Located in Dodoma, this is the largest winemaker in Tanzania. BAPA is contracted to manage all matters relating to investment incentives at Tanzania Investment Center (TIC) since 2020