



BURMILLA AGENCY LIMITED

Company Profile

Consultancy Solution

Time spent with us
is never wasted



ABOUT

OUR AGENCY

Burmilla Agency Limited is a leading consultancy firm headquartered in Nairobi, Kenya, specializing in providing comprehensive and innovative solutions across various sectors. With satellite offices strategically located in Narok, Nyeri, and Laikipia County, our firm serves clients nationwide, offering tailored services to meet their diverse needs.



Mission:

To empower organizations in Kenya by providing exceptional consultancy and transformative training services that drive growth, foster excellence, and enhance organizational effectiveness.

Vision:

To be the premier consultancy service provider, setting the standard for excellence and innovation in East Africa.





Core Values:

- **Excellence:** We are dedicated to delivering excellence in every aspect of our work, providing high-quality consultancy and training solutions that exceed client expectations.
- **Integrity:** We conduct our business with the utmost integrity, maintaining ethical practices, honesty, and transparency in all our interactions with clients, partners, and employees.
- **Collaboration:** We believe in the power of collaboration and partnership. We work closely with our clients, understanding their unique needs, and fostering a collaborative approach to deliver tailored solutions.
- **Continuous Learning:** We are committed to continuous learning and staying at the forefront of industry trends and best practices. We continuously invest in our team's professional development to offer the most up-to-date expertise to our clients.
- **Empowerment:** We are passionate about empowering individuals and organizations to unlock their full potential. Our solutions are designed to empower our clients with the knowledge, skills, and resources needed for sustainable success.
- **Innovation:** We embrace innovation and creativity in our consultancy and training services. We continually seek new approaches, methodologies, and technologies to deliver cutting-edge solutions that drive growth and foster organizational innovation.
- **Social Responsibility:** We are committed to being socially responsible by positively impacting the communities we serve. We actively support initiatives that promote social well-being, diversity and inclusion, and environmental sustainability.



Team:

Our team comprises seasoned professionals with diverse expertise and extensive experience across various industries. From management consultants to legal advisors, HR specialists to financial analysts, our team is dedicated to delivering high-quality consultancy services tailored to our clients' specific requirements.

Our Solutions



Marketing Consultancy



Content Production



Legal Consultancy



Project Management



HR Consultancy



Strategic Plan Consultancy



IT Consultancy



Team Building



Public Relations



Air Ticketing

● Marketing Consultancy:

- We have worked with both new and seasoned brands to ensure they achieve their rightful place in clients' minds.
- We employ collaborative practices where we infuse our marketing prowess into the client's strategies for maximum value.
- We advise clients on the best use of budgets without compromising on visibility and results.
We conduct reviews to understand the success of marketing strategies and advise on the way forward.



● Project Management Consultancy:

Project Management Consultancy We help organizations plan, execute, and successfully complete various projects. These projects could range from small initiatives to large, complex endeavors in various industries such as construction, IT, healthcare, finance, and more. Our primary goal in project management is to ensure that projects are completed efficiently, on time, within budget, and in alignment with the organization's strategic objectives.

- 1. Project Planning:** We assist in creating a comprehensive project plan, define objectives, scope, timelines, milestones, resources required, and potential risks.
- 2. Risk Management:** We identify potential risks associated with the project and develop strategies to mitigate or manage these risks effectively.
- 3. Resource Allocation:** We help allocate resources such as human capital, finances, equipment, and technology to ensure that the project's needs are met.
- 4. Stakeholder Management:** We help identify and engage stakeholders, facilitate effective communication, and manage expectations throughout the lifecycle.
- 5. Execution and Monitoring:** We oversee project execution, track progress, and make necessary adjustments to keep the project on track.
- 6. Budget Control:** We help manage the project budget, ensuring that costs are kept within the allocated funds.
- 7. Quality Assurance:** We ensure that the project meets quality standards and that deliverables are of the expected quality.
- 8. Change Management:** We help manage any changes or deviations from the original plan, ensuring that the project remains aligned with the organization's goals.
- 9. Documentation and Reporting:** We provide regular updates and reports to stakeholders, keeping them informed about the project's status and any issues.
- 10. Lessons Learned:** After the project is completed, we analyze what went well and what could be improved, creating valuable insights for future projects.
- 11. Expertise and Best Practices:** We bring expertise, industry knowledge, and best practices to the table, helping organizations avoid common pitfalls and achieve successful project outcomes.



● Air Ticketing

- **Flight Booking with Burmilla Agency Limited:** Customers can easily book their flights through Burmilla Agency Limited's online platform, mobile app, or by visiting their physical locations. They provide comprehensive assistance in selecting flights based on customer preferences.
- **Flight Search and Comparison:** Burmilla Agency Limited conducts thorough searches across multiple airlines to find the best available options for customers. They offer tools for comparing prices, schedules, and other relevant details to help customers make informed decisions.
- **Price Quotation:** Burmilla Agency Limited provides transparent price quotations for selected flights, inclusive of all applicable fees and charges, ensuring customers have a clear understanding of the costs involved.
- **Reservation Confirmation:** Once customers finalize their bookings and make payment, Burmilla Agency Limited promptly confirms their flight reservations and ensures seats are secured on their chosen flights.
- **Ticket Issuance:** Burmilla Agency Limited efficiently generates and issues electronic tickets (e-tickets) or arranges for physical tickets to be delivered to customers, adhering to airline policies and preferences.
- **Ticket Delivery:** Customers receive their tickets conveniently through email (e-tickets) or mail (paper tickets), or they can opt to download and print e-tickets directly from Burmilla Agency Limited's platform.
- **Customer Support by Burmilla Agency Limited:** Throughout the booking process and beyond, Burmilla Agency Limited provides dedicated customer support, assisting customers with inquiries, changes, cancellations, and addressing any issues or concerns they may encounter.
- **Post-Booking Services:** Burmilla Agency Limited goes the extra mile by offering additional services such as travel insurance, hotel reservations, car rentals, and airport transfers, ensuring customers have a seamless and enjoyable travel experience from start to finish.

By providing these services, Burmilla Agency Limited ensures that customers receive top-notch assistance and support when booking air travel, making their journey as smooth and stress-free as possible.

● Human Resources (HR) Consultancy:

Burmilla Agency Limited provides services related to human capital management, including recruitment, talent management, employee relations, training and development, performance management, and HR policy development. They help organizations attract, retain, and develop a skilled workforce.



● Procurement and Supply Chain Management:

Burmilla Agency Limited offers consultancy services in procurement and supply chain management, including supplier selection, contract negotiation, inventory management, logistics optimization, and supply chain risk management. They help organizations streamline their procurement processes, reduce costs, and improve overall supply chain efficiency.



● Information Technology (IT) Consultancy:

: Burmilla Agency Limited offers specialized expertise in various IT services, including software development, cybersecurity, network infrastructure, IT systems integration, cloud computing, digital transformation, ERP systems (including HR modules), and biometric systems. They assist businesses in leveraging technology to improve productivity, enhance security, and achieve their business goals.



● ERP Systems Implementation:

Burmilla offers both on-site and cloud-based ERP systems tailored to meet client needs. Options include:

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● Oracle NetSuite:

A cloud-based ERP software known for its reliability and comprehensive functionality.

● Microsoft Dynamics 365:

An integrated suite of business applications covering CRM and ERP.

● Intuit QuickBooks:

Accounting software suitable for small to medium-sized businesses.

● Sage Intacct:

A cloud-based financial management system designed for growing businesses, nonprofits, and CPA firms, offering features like core financials, project accounting, and subscription billing.



● Policy Development Services:

Burmilla specializes in developing various policy documents, including but not limited to:

- **Strategic Plans:** Crafting long-term goals and objectives to guide organizational growth and development.
- **Communication Policies:** Establishing guidelines for effective internal and external communication strategies.
- **HR Policies and Procedures Manuals:** Creating comprehensive manuals outlining human resources policies, procedures, and guidelines.
- **Resource Mobilization Policies:** Developing strategies to efficiently allocate and manage resources for organizational objectives.
- **ICT Policies:** Establishing guidelines for information and communication technology usage, security, and management.
- **Training Programs:** Burmilla offers training programs tailored to organizational needs, including:
 - **Pre-Retirement Training:** Helping employees prepare for retirement through financial planning, lifestyle adjustments, and transition strategies.
 - **ISO 9001:2015 Quality Management System (QMS) Training:** Providing guidance on implementing and maintaining ISO 9001:2015 standards for quality management.
 - **Risk Management Training:** Educating staff on identifying, assessing, and mitigating risks within the organization to improve decision-making and operational resilience.

Burmilla's consultancy services encompass a comprehensive range of solutions aimed at enhancing organizational efficiency, effectiveness, and compliance across various domains.

● Strategic Planning Consultancy

Burmillia Agency Limited offers strategic planning consultancy services in Kenya, assisting organizations in developing comprehensive strategies aligned with their vision and mission. Our services include SWOT analysis, goal setting, strategy development, action planning, monitoring and evaluation, stakeholder engagement, capacity building, change management, and continuous improvement. We collaborate closely with clients to create tailored strategic plans that drive growth, innovation, and long-term success.

Key aspects

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| 1. Mission, Vision, and Values Alignment | 7. Performance Metrics |
| 2. Environmental Analysis | 8. Risk Assessment |
| 3. Goal Setting | 9. Stakeholder Engagement |
| 4. Priority Setting | 10. Monitoring and Review |
| 5. Action Planning | 11. Adaptation and Flexibility |
| 6. Resource Allocation | 12. Communication Strategy |

Our Clients





BURMILLA AGENCY LIMITED

At Burmilla Agency Limited, we are committed to being your trusted partner in success, offering innovative solutions and expert consultancy services to drive your business forward. Contact us today to learn more about how we can assist you in achieving your goals.

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