

COMPANY


# PROFILE

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2020







**“If you really look  
closely, most  
overnight successes  
took a long time.”  
– Steve Jobs**

# CONTENTS

ABOUT US	01
OUR PRODUCTS & SOLUTIONS	02
1. ELECTRONIC BOARD MANAGEMENT SOFTWARE	03
2. VIDEO CONFERENCE SOLUTIONS & INTERACTIVE SCREENS. (SALES & RENTALS)	04
3. VOICE RECORDING EQUIPMENT FOR MEETINGS AND PROFESSIONAL DICTATION	04
4. OUTSOURCED TRANSCRIPTION SERVICE	05
5. ICT HARDWARE	05
6. SOFTWARE	05

## ABOUT US

Founded in 2015, Amitas Solutions (Private) Limited was incorporated to be a leading service provider in the area of office automation in Zimbabwe. We are a specialist provider of audio-visual communication solutions, electronic meeting management solutions, speech processing solutions, and outsourced transcription services.

## MISSION

**Trust:**

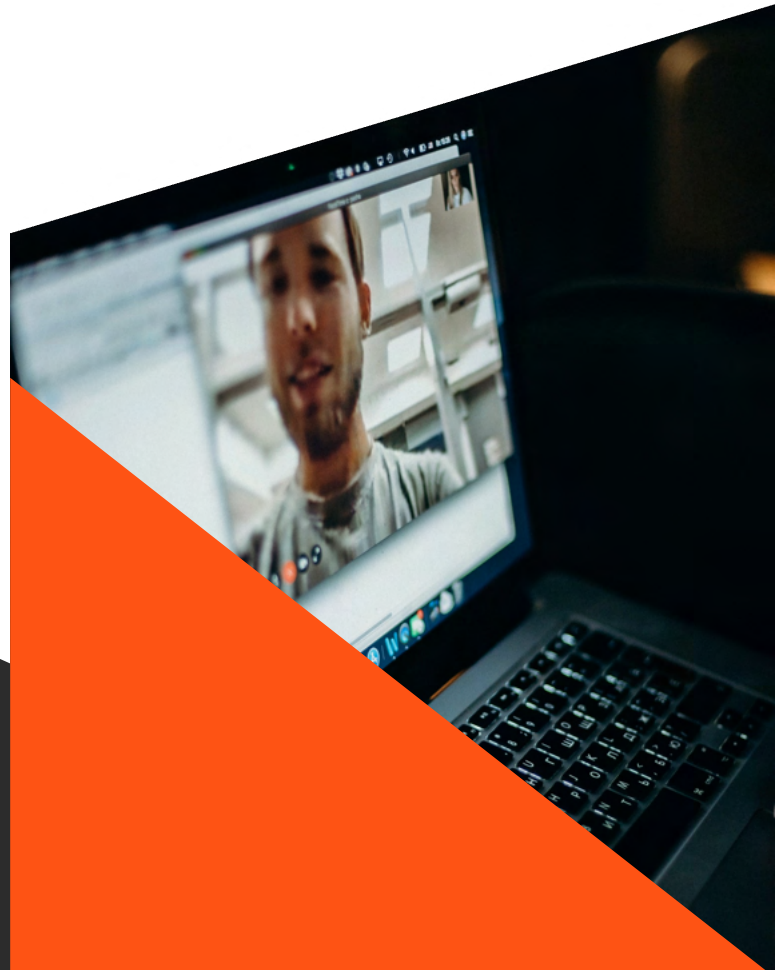
We build long-lasting relationships with our stakeholders based on trust and honesty.

**Promptness:** We guarantee promptness in responding to customer needs.

**Reliability:** We deliver consistent top-quality products and services that exceed the expectations of our esteemed customers.

## VISION

To have a footprint in several countries and be recognized as a leader in the provision of office automation solutions.



# OUR PRODUCTS & SOLUTIONS



**Electronic Board Management Software**



**Video Conference Solutions and Interactive Screens. (Sales and Rentals)**



**Voice Recording Equipment for Meetings and Professional Dictation**



**Outsourced Transcription Service**



**ICT Hardware**



**Software**



# 1. Electronic Board Management Software

## Azeus Convene

Azeus Convene is a multi-awarded and leading board management software that is used by directors and executives across the globe. Designed specifically for organisational leaders, it gives users complete control over the entire meeting process – from pre-meeting preparation to post-meeting document distribution. Azeus Convene advocates for smarter meetings – **less effort with better results**. It enables its users to run digital meetings, which enhances transparency and accountability in an organisation. As a paperless meeting solution, it saves money on printing costs and meets sustainability targets.

## Smart Governance Processes

- Ensure informed decision-making processes for your boards.
- Stay informed through real-time updates, action item tracking, and synchronised view.
- Send board packs and access your files anytime, anywhere.
- Access documents anytime and anywhere on your preferred platform – whether it's iOS, Android, or Windows.
- Maintain an easy-to-use search history of the content and outcome of all meetings in our centralised document repository.

## Simple Meeting Management

- Run your meetings in one intuitive platform.
- Prepare documents, take down minutes, and assign action items – all through Azeus Convene.
- Use an easy and intuitive interface that lets its users learn the application in as fast as 30 minutes.
- Vote on resolutions, review documents, sign documents by e-signature, complete surveys, and answer questionnaires.

## 2. Video Conference Solutions and Interactive Screens. (Sales and Rentals)

Video Conferencing is an adaptive multimedia tool that facilitates visual, high-quality interaction between people, regardless of geographic limitations.

Amitas Solutions offers a variety of affordable video conferencing solutions to meet each client's needs and financial capacity. Some of the vendors we work with include Logitech, Polycom and ZOOM, Yealink. Our CTouch interactive Touch screens can be used for High Definition Video Calls and Presentations. The key benefits of a video conferencing solution are:

- Improved communications and faster decision making
- Significant reduction in travel costs for attending meetings
- Significant reduction of staff training and development through webinars
- Increased productivity as users no longer need to travel to meetings
- Dispersed project collaboration – best use of business resources
- Reduction in carbon footprint
- Genuine return on investment

Video Conference equipment can be rented on a daily to a week arrangement.

## 3. Voice Recording Equipment for Meetings and Professional Dictation



We are an official reseller of Philips voice recording and transcription equipment optimized for different industries use. Our customers include Legal Firms, Healthcare Institutions, Corporates, Research Firms and Government Departments.

### Industry Uses

**Healthcare Institutions** - The Philips professional Dictaphones enable Healthcare professionals to dictate patient reports and letters, significantly improving efficiency in Healthcare facilities.

**Legal Firms** - The Philips dictation recorders and software offer the perfect solution for legal professionals to dictate documents, record meetings and court sessions in high-quality audio, reducing document creation time significantly. Dictation allows Legal professionals to spend more time on valuable tasks and legal analyses.

**Corporates and Government Departments** – The Philips meeting recorders are optimised to capture Board meetings, disciplinary hearings, AGMs in excellent and noise-free audio quality for accurate minutes. Research firms use the Philips recorders to record interviews and focus group discussions ensuring that not a single word is lost in research activities.



## 4. Outsourced Transcription Service

TranscribeMyDocs is a reliable, affordable and confidential audio-to-text typing service. TranscribeMyDocs exhibits our belief in women empowerment, 80% of our transcriptionists are women. Our

transcriptionists are continuously improving on their transcription skill, accuracy and speed as they work on different engagements. Customers may engage us for professional transcription of disciplinary hearings, conferences, AGMS, EGMS, Board Meetings, meetings, audio for evidence and court proceedings.

### What We Do

- We offer three types of services listed below:
- Meeting Recording Equipment Hire
- Minute Taking and Summarized Minutes Production
- Verbatim Transcription

### Why Outsource Transcription?

- By outsourcing some, or all, of your typing needs, you provide yourself with the opportunity to lessen the pressure of deadlines and focus on other aspects of your work. Use our transcription service for objective and accurate minutes. Focus on your core business and let us take care of the typing.

## 5. ICT Hardware

We also supply and install projectors and Projector screens.

## 6. Software

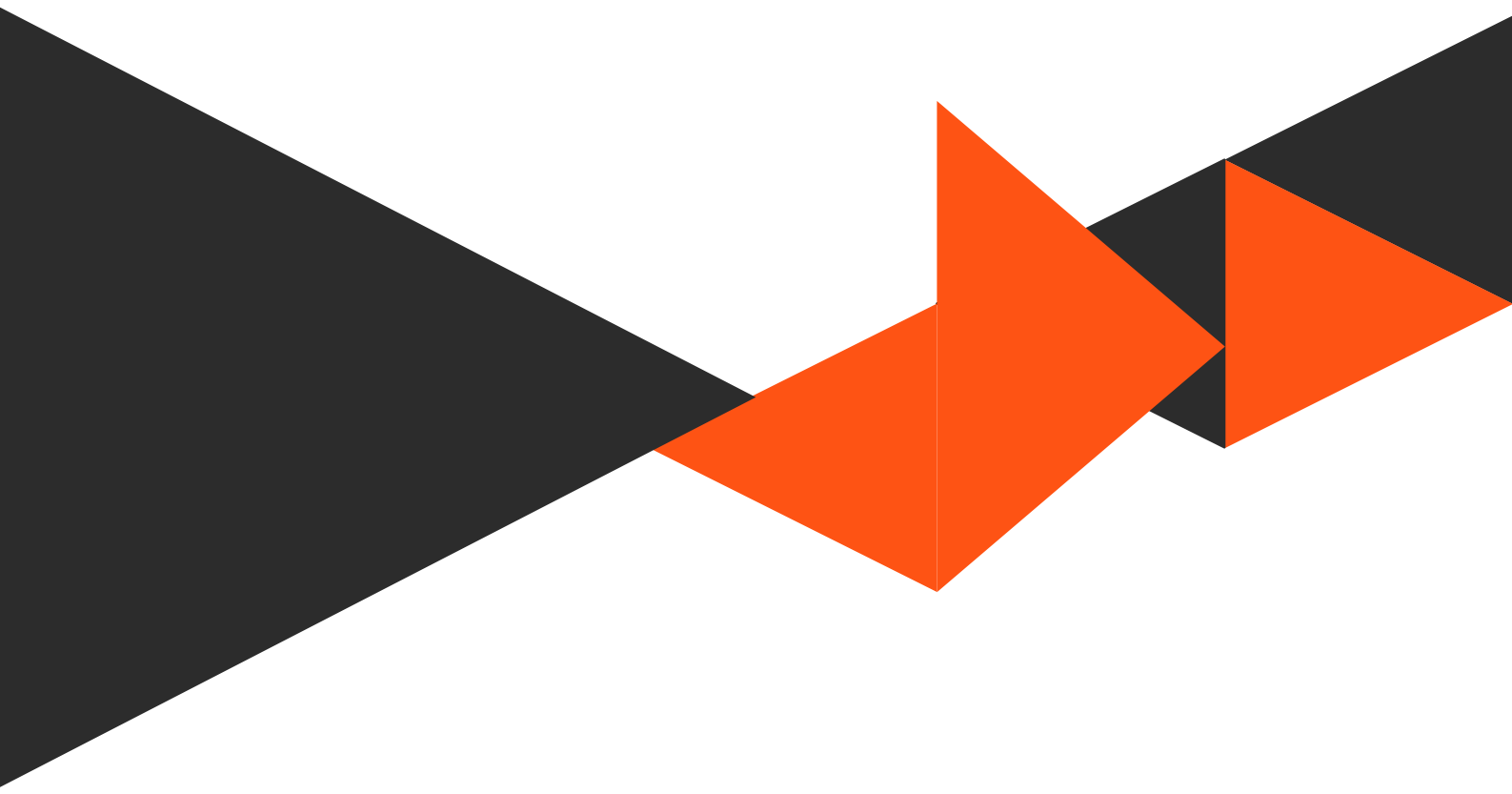
We sell Software that enables the use of our Video Conference Solutions. Software solutions include but are not limited to Microsoft Office 365, Yealink Meeting, Microsoft Teams, PeopleLink and Zoom.



**“And when you  
want something, all  
the universe  
conspires in helping  
you achieve it.”  
– Paulo Coelho**







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