

PRESENTATION



Global Administration Services

Goal: Optimization, Support and Compliance



ROSCHESLI SAS

Simplify your administration, optimize your compliance and accelerate your success with Roschesli - your complete partner in DRC



LIST OF SERVICES



Global Admin

- 01 Preparing documents
- 02 Diary Management
- 03 Invoice Processing
- 04 Stocks and Supply Monitoring
- 05 Inventory and Supply Monitoring
- 06 Internal Communication
- 07 Visitors Reception
- 08 Filling vendor forms

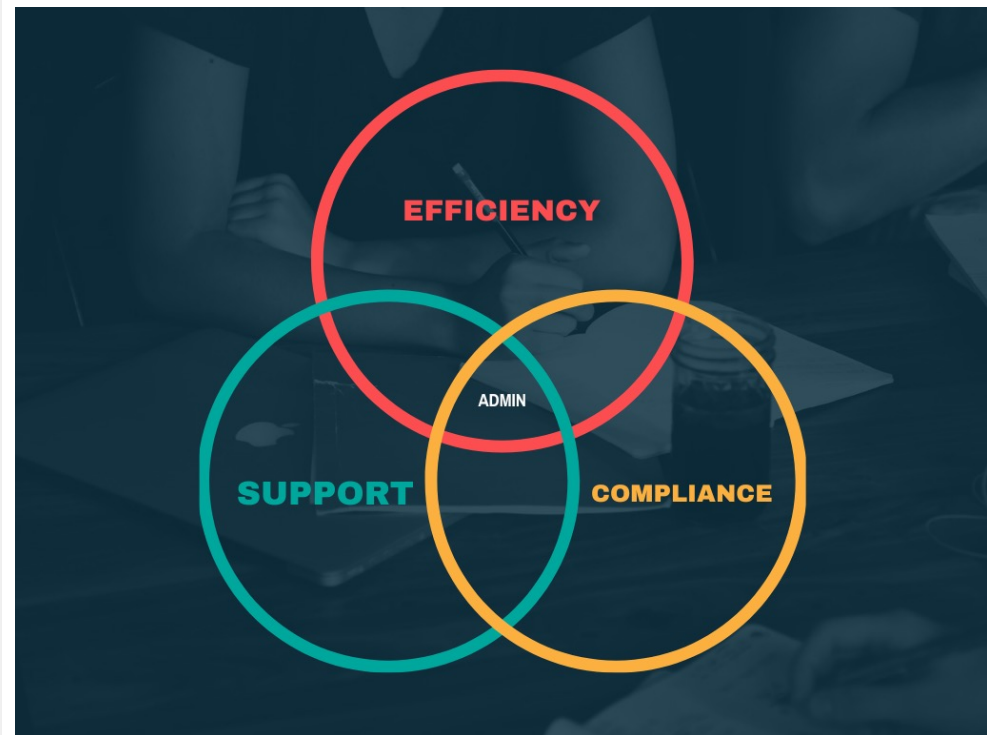
1. Introduction to Global Administration Services



A cornerstone of Operational Efficiency



- Objectives: Ensure smooth internal operations, optimize administrative processes, and guarantee compliance with standards and regulations.
- Main areas of focus:
 - Efficiency: Maximize resource utilization and minimize operational delays.
 - Compliance: Adhere to regulations and internal standards.
 - Team support: Provide proactive assistance with day-to-day administrative needs



2. Creating Documents



Ensure rigorous document management

- Document types managed: Explanation of the different types of administrative documents supported, such as official letters, contracts, reports and memos.
- Importance of structuring and classification: Classification system for quick access to required documents.
- Validation and compliance process: Ensure that each document undergoes a validation process to guarantee its accuracy and compliance before distribution.
- Secure archiving: Each validated document is archived to guarantee traceability and access in case of future need.

Customized Document Creation

- Needs identification: Analysis of the specific needs of each document (who is the recipient, what is the objective).
- Adapted structuring: Choice of format and presentation according to the type of document (e.g.: a report will require a different layout from a letter).
- Final validation: All documents go through a final check to ensure quality and accuracy.
- Examples of common documents
Customer information letters, contracts, performance reports.



3. Editorial

➤ Data collection

- **Information sources:** Collaborate with various departments (legal, accounting, human resources) to gather the necessary information.
- **Verification procedure:** Internal validation process to guarantee the accuracy of information (proofreading, consultation of official data).
- **Structuring information:** Organizing data in clear, standardized formats to facilitate its use in final documents.
- **Monitoring and regular updating:** Ensuring that the information collected is kept up to date to avoid any errors or obsolescence.

Optimized use of templates



Optimized use of templates:

- **Template library:** A set of templates for letters, reports and contracts, structured according to established standards.
- **Template updates:** Templates are regularly reviewed to ensure they meet current requirements.
- **Editable fields and instructions:** Certain fields in templates are designed to be easily customized (e.g. name, date), with instructions to ensure consistency.
- **Template compliance:** Templates comply with internal and legal standards, guaranteeing their validity for official communications.

4. Meeting planning and scheduling

- **Coordinating schedules:** Synchronize participants' availability to maximize participation.
- **Reservations and logistics:** Booking rooms, checking equipment requirements (e.g. video projector).
- **Preparing the agenda:** Create a structured agenda for the meeting, with discussion points and objectives.
- **Follow-up management:** Send a post-meeting summary and follow up on actions decided.



A man in a dark blue suit and black shoes stands in a modern, brightly lit interior space, possibly an airport or office lobby. He is holding a black rolling suitcase with his right hand and a folder or passport with his left. The background is blurred, showing architectural elements like railings and large windows.

5. Travel Management and Visa Support

- **Travel organization:** Booking transport, accommodation and preparing itineraries to meet travelers' specific needs.
- **Visa assistance:** Help in preparing the documents required to obtain visas and follow-up on the process.
- **Preparation of travel documents:** Complete travel folders with all details (schedules, contacts, reservations).



6. Internal communication

- Information dissemination: We send out memos, newsletters and internal announcements to keep our teams informed.
- Setting up communication channels: Use of various channels (email, intranet, posters) to ensure that information reaches the right people.
- Monitoring comprehension: Organize question-and-answer sessions or send out reminders to ensure that information has been properly received.

Proactive administrative support



- Day-to-day assistance: Handling routine administrative requests (e.g. document preparation, diary management).
- Anticipating needs: Regular monitoring of team needs to offer proactive, relevant support.
- Task optimization: administrative tasks are lightened for teams, enabling them to concentrate on their core missions.

7. Efficient inventory and supply management

- Monthly inventory: Monitoring stock levels to ensure availability of essential supplies.
- Replenishment : Structured ordering process to avoid stock-outs.
- Supplier relations: Selection and management of suppliers to optimize the quality and cost of supplies.
- Cost monitoring: Control expenses to optimize the supplies budget.



8. A Professional Structured Welcome

- Visitor reception process: check-in, badging and orientation to meeting rooms.
- VIP guest management: Personalized care for important visitors to ensure a positive experience.
- Security measures: Registration and monitoring of visitors to ensure the security of the premises.
- Orientation and assistance: Preparation of welcome materials (maps, company information).



9. Administrative Watch

- Regulatory monitoring: Follow-up of new laws and regulations applicable to the company.
- Impact assessment: Analysis of the impact of new regulations on internal processes.
- Internal communication: Inform the teams concerned of the changes and implications.
- Adjustment planning : Working with departments to implement required changes.



Compliance and Application of New Requirements

- Planning adjustments : Organization of updates to internal processes and documents.
- Team training: Training sessions to ensure teams understand the new requirements.
- Setting up controls: Regular checks to ensure compliance with the new rules.
- Documentation: Archiving proof of compliance to facilitate audits.



Secure Document Validation and Archiving

- Validation process: Final check to ensure document accuracy and conformity.
- Secure archiving: Storage in a secure document management system to ensure traceability and protection of sensitive information.
- Controlled access: manage access authorizations to protect document confidentiality.
- Retention period management: Implementation of document retention periods in accordance with legal standards.

Coordination of internal and external events

- Logistical planning: Organization of spaces, equipment and technical requirements for events.
- Invitation management: Sending and tracking invitations, checking attendance.
- Welcoming participants : Welcoming guests and assisting with work experience.
- Post-event follow-up: Gathering feedback to improve the quality of future events.





Performance monitoring and satisfaction measurement

- Evaluation of administrative services: User satisfaction survey to assess performance.
- Gathering feedback: Meetings with teams to identify areas for improvement.
- Continuous improvement measures: Action plan to optimize processes and meet identified needs.
- Key indicators: Use KPIs (key performance indicators) to monitor progress.



10. Vendor form management and filling

- Collect necessary information: Identify mandatory data (bank details, contact details, etc.).
- Compliance check: Verification of the information supplied to ensure that it meets the supplier's requirements.
- Form completion: Accurate form completion to avoid errors and speed up the validation process.
- Submission follow-up: Follow-up of submitted forms and responses to finalize supplier integration.



Technological Tools

Roschesli relies on advanced technological tools to offer optimized services:

- Cloud Computing: Secure storage and quick access to administrative documents.
- Odo: Comprehensive ERP for managing internal processes (invoicing, inventory, calendar, etc.).
- Artificial Intelligence (AI): Automation of administrative tasks, predictive analysis, and process optimization.
- Electronic Document Management Systems (EDMS): Structured archiving and traceability of sensitive information.



Conclusion and Value of Global Administration Services

- **Summary of services: Efficiency, compliance, and direct support for teams to improve their productivity.**
- **Strategic impact: Global administration services strengthen corporate performance and provide a solid foundation for operations.**
- **Long-term vision: commitment to continuous improvement and adaptation to business needs.**



"Thank you for your continued attention."

Any questions?