



COMPANY PROFILE

BUSINESS ADMINISTRATION SERVICES

AUGUST 2022

INTRODUCTION

COMPANY BACKGROUND

Pere Pere Consulting is a compliance, secretarial practice, business administration and management company providing comprehensive compliance, company secretarial, statutory, board support and corporate governance services to a variety of companies.

As experts in our field, our team is able to provide your business with the advice it requires to ensure that your company is complying with the latest statutory obligations, proactively and efficiently. Our staff have expertise, knowledge, skill and have a wealth of experience in providing tailored business solutions. We provide strategic business management skills, support and advisory services to business to ensure sustainability.

Our Clients and Partners include:



SYDWALT



**WE ARE A 100% BLACK
WOMAN OWNED**

WITH STRONG LEADERSHIP AND A QUALIFIED
AND EXPERINCED TEAM

THE TEAM



Siphesihle Linda Mokwena
Founder/Director

Holds an LLB from the University of Kwa Zulu Natal and Management Advanced Program qualification from Wits Business School and Marketing Certificate from the University of Johannesburg. Ms. Mokwena has over 17 years of post qualification experience in the legal, compliance, risk mitigation, Governance and HR/IR fields and has worked for some of the biggest law firms and corporates in Africa. She has served as an Executive for a number of Companies, multi disciplinary portfolios. She sits on boards as a Non-Executive Director and Company Secretary. Ms Mokwena is currently enrolled for her Directors Certification with the Directors Association of South Africa.



Olga Momat
Office & Marketing
Strategist

Masters of Business
Science Specialization in
Marketing



Charity Mhlambo
Legal & Compliance

Admitted Attorney



Amanda Majoji
Legal & HR

Attorney

SERVICES

We offer the following:

- Governance & Company secretarial Services
- Legal Compliance & Contract Drafting Services
- Business Management & Administration Services
- Risk Management Services
- HR/IR Assistance/ Disciplinary Hearings
- Marketing strategy and implementation
- BBBEE Consulting Services and much more...

LEGAL & COMPLIANCE

- LEGISLATIVE COMPLIANCE
- POPIA COMPLIANCE
- PAIA COMPLIANCE
- CPA COMPLIANCE
- COMPANIES ACT COMPLIANCE
- GOVERNANCE COMPLIANCE
- iXBRL CONVERSION

HR / IR

- POLICY DRAFTING & IMPLEMENTATION
- SOP DEVELOPMENT & IMPLEMENTATION
- HR TOOLS
- EE SUBMISSION & TRAINING
- DISCIPLINARY HEARING (CHAIRING)
- HEALTH & SAFETY (TRAINING)
- CHANGE MANAGEMENT
- EMPLOYEE WELNESS

BUSINESS MANAGEMENT & ADMINISTRATION

- TEMPLATE CREATION
- STRATEGY IMPLEMENTATION
- MARKETING STRATEGY
- BUSINESS CONTINUITY
- BUSINESS DEVELOPMENT & CLIENT RETENTION

GRC SERVICES

- BOARD MANAGEMENT
- BOARD TRAINING
- BOARD CHARTER
- TERMS OF REFERENCE
- DOA FRAMEWORK
- KING IV ANALYSIS
- ENTERPRISE RISK MANAGEMENT

CONTACT US

