



 www.zionmgroup.co.za
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HELLO *hello*



ABOUT US

Zion M Group was founded in 2022 by Director Sherise Munsami, which operates nationally in South Africa and is 100% black female youth owned. The company was established based on the high demand of administrative assistance and procurement required in the economy. We boast over 8 years experience in the business management and personal management services. The company is also planning to expand to other countries and continents in the future.



LET'S WORK TOGETHER



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Website

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CLIENT ROSTER

From inception, we've been providing reliable services to our clientele. We've had the honor of being the supplier of choice for the following corporations:

Annacarm Projects

Right Grace Trading

Hershan M Contractors

NM Logistic Solutions



OUR SERVICES

- 1 The Admin Hub**
Outsourced Business and Personal Administration services on and off-site packaged according to your needs. Including maintenance services and housekeeping.
- 2 Procurement and Supply Specialist**
We provide primary and secondary distribution for all our clients. We have a strong track record in the implementation of supply chain solutions.
- 3 Logistics and Storage**
Tailor made solutions for all logistical and transport needs as well as Distribution and Storage.



Business Admin - Personal Admin - Business Operations - Business Logistics
Business supply - Personal Supply - Personal and Business Vendors



**“ OPERATIONS IS OUR
EXPERTISE. WE’LL
TAKE CARE OF IT, SO
YOU CAN FOCUS ON
YOURS.”**

Sherise Munsami
- Director

WHAT WE DO...

Business Admin

- General day to day administration duties
- Power point presentations and minutes
- Employment contracts, Payroll and recruitment
- Diary management and travel arrangements
- Office management of supplies and subscriptions
- Financials and Accounting
- Business Logistics
- Boardroom facility and Joint meetings
- Training Programmes

Personal Admin:

- Holiday research, bookings and planning
- Personal To Do List
- Shopping
- Online orders and subscriptions
- Administration
- Maintenance quote, contracts and payslips.
- Diary management including booking of Personal trainer sessions
- Personal taxes capturing
- Babysitter and homework assistance
- Stationery shopping
- Event planning
- Customer care calls
- Gift shopping and restaurant reservations
- Housekeeping services/Domestic Duties
- Gardening
- Logistics

