



An ISO 9001:2015 & ISO 29990:2010  
Certified Company

## COMPANY OVERVIEW

LEADING PROVIDER OF  
LEARNING SOLUTIONS

# COMPANY OVERVIEW



## WHY CHOOSE AZTECH?

**AZTech Training and Consultancy** is a leading international provider of training courses, seminars, workshops, programs, conferences, and in-house training. We deliver a wide range of cutting edge training that include Strategy, Management, Leadership, Finance, Accounting, Health and Safety, Human Resources, Project Management, Procurement and Contracts Management, Mechanical, Maintenance, & Electrical Engineering.

### 500 Courses

AZTech has an extensive portfolio of more than 500 training courses developed in line with ISO 29990:2010 Standards.

### 18 Venues

As an International Training provider, AZTech delivers training worldwide, from Dubai to London, Kuala Lumpur to New York.

### 19 Categories

Our training portfolio includes 19 subject categories and that covers a wide range of industry suitable for professionals at all levels.

### 14 Accreditations

AZTech training courses can lead to professionally distinguished certification, qualification, & recognition of professional education.

## Quality Assured Training



The PMI Registered Education Provider logo is a registered mark of the Project Management Institute, Inc.

## A – 01. Company Profile (Who We Are)

AZTech Training & Consultancy has been successfully delivering world-class training programs for various industries including Oil and Gas, for the past 10 years. We aim to meet the training objectives of our clients in the most effective manner creating a positive difference in the workplace.

The Company uses a Quality Management System (QMS) designed in accordance with the principles of ISO 9001:2015 and ISO 29990:2010 which covers technical, administrative and commercial aspects of the company's business.

The Company's key focus is on the key industries where our unique approach can add the most value. We are dedicated to increasing our client's competitive edge through the improved performance of their human and capital assets, thus creating significant and lasting improvements to their strategic focus and business performance.

The Company's professional experience and excellent consulting strengths provide insights and understanding of the challenges facing the industries we serve. Our unique facilitative approach enables clients to overcome cultural and organizational biases that often hinder superior results.

The Company aims to make a difference. The need for leading-edge training has intensified and is advancing beyond all expectation; it is the basis upon which performance can be measured in an increasingly competitive marketplace. In today's fast-paced world, it is not simply a case of having the necessary professional skills; people must develop interpersonal skills alongside their ability to handle the changes brought about by technological progress.

We expect the people who attend our training courses to make an immediate impact, both back at the workplace and in their career and personal development.

The Company is an Equal Opportunity Employer and intends to maintain its status as the 'Training Provider of Choice'.

### SERVICES

The Company's aim is to deliver up-to-date and relevant programmes and services which will enable engineers and technical professionals to be more effective, productive and competitive. We are dedicated to increasing our clients' competitive edge through the provision of world-class Public Training Programmes, relevant In-house Courses and World Class Consultancy. The Company aspires to make significant and lasting improvements to our client's strategic focus and business performance.

### PUBLIC PROGRAMMES

Public Programmes are held throughout the year at strategic international venues, namely: Abu Dhabi, Amman, Amsterdam, Dubai, Geneva, Istanbul, Kuala Lumpur, Kuwait, London, Marbella, New York, Oman, Qatar, Singapore, and Vienna. The Company's portfolio of Public Programmes is conveniently arranged by Skill Level and by Category:

- Strategy
- Management & Leadership
- Sales & Marketing
- Finance & Accounting
- Human Resource Management
- Project Management
- Contracts Management
- Procurement & Materials Management
- Mechanical Engineering
- Electrical Engineering
- Maintenance Management
- Oil and Gas Training
- Information Technology
- Health, Safety & Security
- Administrative Support
- Public Relations
- Intensive 10 Day Seminars
- Advanced Skills
- Essential Skills
- Bootcamps
- Best Practices Series

### CUSTOMIZED IN-HOUSE TRAINING

Our Customized In-house Training is a cost effective and flexible alternative to scheduled public courses. It provides a flexible approach to meeting specific training requirements – you can choose what, where and when, pick and mix from our existing courses, or even specify your requirements for a completely new, bespoke programme.

Our Customized In-house Training is all about your organisation – we will work with you to identify your individual and company-wide training requirements and deliver a course that meets your needs.

The Company offers the following Customized In-house Trainings:

- The presentation of an off-the shelf programme, selected from our portfolio of public courses
- The customization of an existing programme to reflect your specific requirements
- Tailor-made training courses or consultancy solutions

# COMPANY OVERVIEW

## CONSULTING AND PERFORMANCE SOLUTIONS

The Company provides focused consultancy services to clients in the Region. We work with them to improve strategic projects and initiatives through our team of expert and experienced international consultants. This depth of experience allows us to focus on making a real difference and our clients can be confident that we will help solve real business problems in a cost effective way. The Company offers the following Consulting and Performance Solutions:

- Asset Management
- Emergency Management & Planning
- Environmental Management
- Instrumentation audit and selection
- Loop Analysis and Auditing
- Mechanical Engineering
- Petroleum Technology and Economics
- Safety Technology
- Technical Integrity & Reliability

## CLIENTS

The Company's clients include some of the largest organizations in the region, responsible for multi billion dollar decisions, as well as new and developing companies. The Company's core strength is in helping clients develop and maintain their competitive edge through their human and capital assets.



## OUR CONSULTANTS

The Company has assembled a team of international consultants with solid industry experience who have held executive, staff and line management positions in our targeted industries.

## A – 02. Quality Policy & Objectives, Mission and Vision

The Company is committed to the highest standards in the delivery of its training seminars across a range of sectors & industries. We listen to our clients, continually reviewing our processes of service/product realization in line with business needs, maximizing the efficiency of our resource management system. The principal elements of our policy are: -

- To develop & maintain a Quality Management System satisfying the requirements of BS EN ISO 9001:2015 and ISO 29990:2010 which forms the framework for achieving continual improvement, complete client satisfaction & full realization of all company objectives.
- To focus on the requirements of our clients, establishing levels of communication capable of fully determining their needs & expectations.
- To establish & maintain an infrastructure capable of supporting all company activities & realizing all company objectives.
- To identify scope for improvement in every aspect of the company's activities, devising & implementing effective solutions throughout.

### Quality/Business Objectives

- To identify the elements of our service that are most critical to our clients.
- To survey our clients to establish how they rate our performance in these critical elements.
- To statistically analyse the results of our survey.
- To create benchmarks & set future objectives based on the analysis of our survey.

The Objectives are set & reviewed at regular management Review meetings – performance communicated to all personnel.

**The Company's mission** is to assist and enable world-class companies to increase productivity and performance through their most vital assets – the workforce.

Our **Vision** for our clients' success is based upon the indivisible concepts of:



- Providing leading edge learning solutions of the highest calibre, and
- Focusing on the needs of your organisation and the career development of the individual

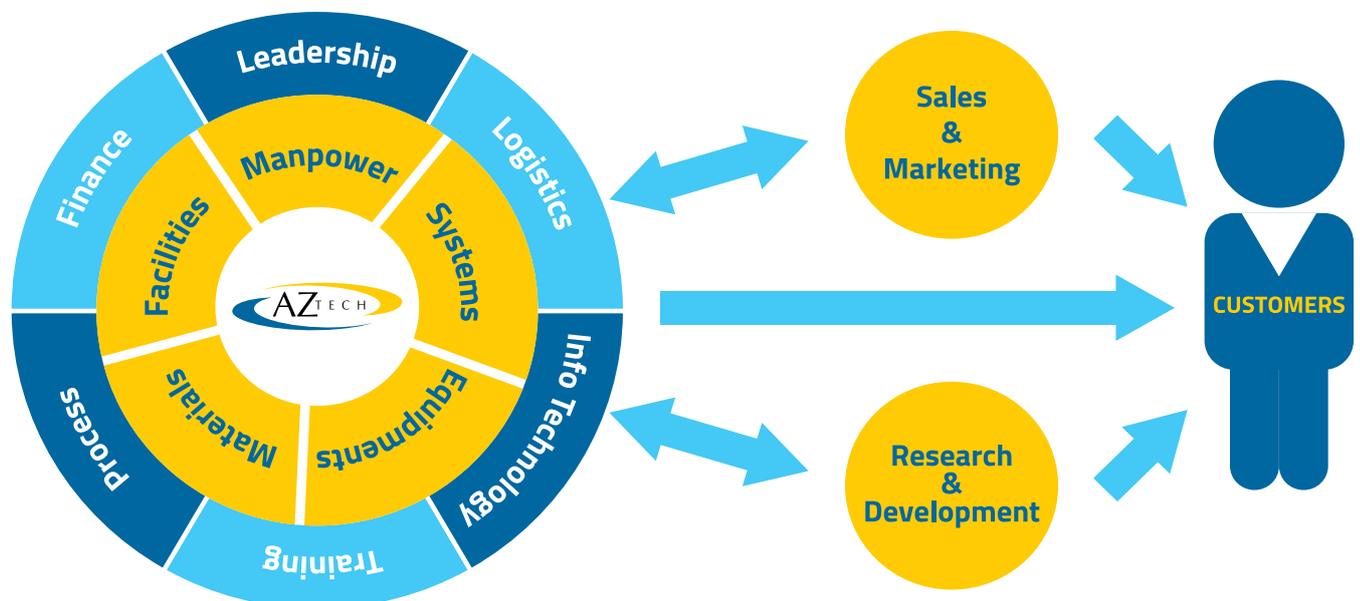
## A – 03. Company Mechanisms

The Company exists to meet the demands and requirements of customers. This is the reason of our being; our mission and long-term aspiration. Serving our clients requires proper management of our internal/external resources – materials, equipments, manpower, facilities and systems. These are the key elements that would enable Company to create and provide quality products and services to clients. Hence, we have to manage them effectively and efficiently. How do we then manage these tangible and intangible items? We need to have:

1. Good and trusted leadership that will lead Company to achieving its organizational ambitions
2. Efficient processes that balances cost, quality and speed;
3. Information Technology infrastructure to manage real-time information;
4. Conservative approach to financial management to keep the company afloat amidst the competition;
5. Reliable planning and logistics to meet the demand of both internal operations and external commitments to clients;
6. Continuous training and development efforts aimed at developing the human capital; and
7. Business Compliance with internal systems of control and external rules.

However, serving customers need not rely on these elements alone. Aggressive and responsive efforts from Sales and Marketing is necessary to ascertain market trends, determine specific customer requirements; and provide these information to other work units for them to map out appropriate response and activities that will lead to greater customer satisfaction.

Similarly, there must be consistent research and development efforts that look into improving the quality of our products and creating new products that fits the requirements of customers. These efforts (operations, marketing and research and development) must be synchronized towards one direction – total customer satisfaction. There should be collaboration and internal partnership among strategic work units and process owners so that no effort, resources and time is wasted.



**Integration of functions and empowering people to manage own responsibility areas would enable the Company to respond quickly to customer needs.**

## A – 04. Management by Objectives and Interaction

The Company adopts the “Management by Objectives” principle. We have set specific objectives on various work units and processes:

- Reliable Suppliers
- Reasonable Prices of Materials
- Efficient Planning & Logistics
- Sufficient Stocks of Supplies
- Timely Shipment & Dispatch
- Adequate and Skilled Manpower
- Reliable IT System
- Updated & Relevant Information
- Business Compliance

These objectives have become the cornerstone of the Company’s daily chores; and are even imbedded in the ISO QMS as well as in the operational activities. These objectives are formulated and disseminated to help the Company achieve three major long-term goals:

- work efficiency and independency,
- training programme quality; and
- total customer satisfaction

These goals and objectives, however, are nothing and will simply be a daily monotony if not properly carried out and adhered to by everyone in Company. Thus, COMMITMENT to these goals and objectives is essential. More so, what is more important is to synchronize these objectives through COLLABORATIVE EFFORTS and INTEGRATED ACTION among work groups and individuals. We have to work as one big team looking at one direction and guided/ directed by these objectives and goals.



## A – 05. Corporate Core Values

The Company embraces certain values, which we are trying to impart to all our employees. These values are the guiding principles of:

- How we do our respective jobs,
- How we relate to our colleagues, and
- How we want to be known in the industry.

### Quality

Delivering results according to corporate targets and standard processes

- This is our commitment; and we always strive to provide the best to our clients
- Quality of Trainings has been the trademark of Company for years. We consider this as our strongest competitive advantage

### Customer Focus

Ensuring satisfaction of external and internal clients

- We thrive and strive for our clients; without them, there would be no Company.
- However, we do not look at our external clients alone. Within the organization, we consider each and every work unit and individual as customers – and we try to serve their needs and requirements the best we can.

### Professionalism

Conducting business in the most ethical and just manner

- We encourage and promote the atmosphere of professionalism and ethics.
- We treat each other (especially our clients) fairly and with the highest level of tact and respect.

### Teamwork

Achieving common goals through collaborative efforts

- No one in Company works by himself and thrive for himself. We encourage collaboration and high interaction among our workforce.
- We are a strong believer of the word “partnership”; we capitalize on the diversity of our culture and backgrounds and transform that into a corporate competency.
- More brains and hands that work harmoniously are always better.

### Responsibility

Being accountable on own decision and action with confidence and without fear

- We encourage employees to take risks and think outside of the box. We want them to be creative, to be resourceful and try other avenues.
- After all, no one is penalized from trying to do better, from sharing new ideas and working on innovative concepts

### Commitment

Helping the organization achieve its goals through dedicated partnership and long-term service

- We encourage everyone to stay and grow with the Company.
- We treat each individual as a family member and as significant partner; and we share with them our commitment towards product quality, service excellence and business growth.
- We are a highly dynamic organization with many career opportunities and rewards for those talented and hard-working individuals who stay with us and grow with us.

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