

Business Process Outsourcing

For Achieving World Class Excellence

Your
**Smart
Extended**
Workforce

Implementing a business model that lets you focus on core activities is a must for everyone seeking efficiency. We analyze, recommend, and apply our domain expertise to fuel growth in your enterprise.

Who We Are

About Our Expertise



18 years of experience



ISO 27001 certified for information security practices



Diverse industries



Multi platform expertise

Technology Capabilities

In-house
software partner



Dedicated IT
team



Continuous
innovations

Connectivity through
two agency
providers



High focus on
information
security

Our BPO Services

01 Finance and Accounting

General Accounting and Bookkeeping

- i. Accounts Payable Processing
- ii. Payment Proposals
- iii. Accounts Receivable Processing
- iv. Fixed Asset Register
- v. Expense Report Processing
- vi. Bank Reconciliations

Financial planning and analysis

- i. Financial Analysis
- ii. Budgeting and Forecasting

Finance and Accounting Staff

- i. CFO and Controller as a service
- ii. Full/part time accountants / FP&A professionals
- iii. Accounting or Finance teams that integrate with your in-house team/controller

Audit Support

- i. Internal Audit Co-Support
- ii. Audit Processing Support Staff

02. Back Office Services

General Services

- i. Shipping Documentation
- ii. Process Mapping
- iii. Data Entry and Admin Tasks
- iv. Image Annotation and Data Tagging

Sales Services

- i. Sales Admin Support
- ii. Outsourced Personal Assistant
- iii. Help Desk
- iv. Lead Generation

03. Business Process Automation

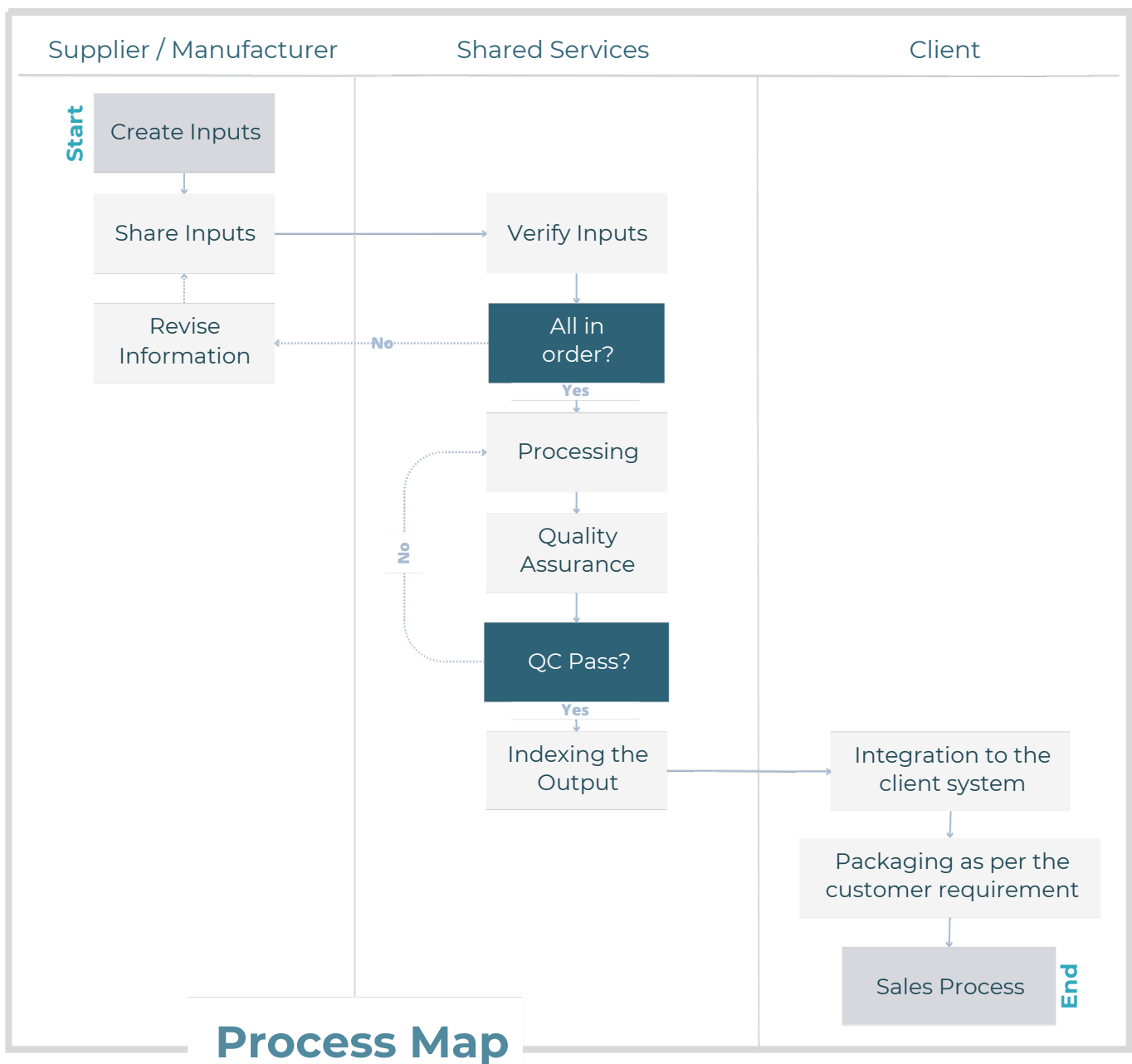
Management

- i. Robotic Process Automation (RPA)

Process Mapping

We follow a complementary process for each outsourcing service that we provide. Our Process Mapping methodology helps our team understand your business.

- Process Study
- Process Flow Analysis
- Process Controls
- Current State Mapping
- Future State Mapping



Platforms We Work With



ORACLE®



NEXUS ERP



myob

Sage



Information Security

ISO 27001

ISO 27001 is the certification for information security, hence the safety and security of your data are assured

- EU data protection act and GDPR compliant 26
- processes relating to information security

Security Forum

The forum meets monthly and updates on security processes and ensures the enforcement of the measures

- Internal audits carried out monthly

Training

Information security related training for all staff

- Quarterly business continuity drills

A

Align

(Pre Transition Workout)

Understand the customer's objective to transition and demonstrate the understanding through a SMART solution

C

Compose

(Transition Planning)

Understand business details, prepare a detailed project plan and sign off on the solution

E

Execute Excellently

(Stabilization & Handover)

Process stabilization, ramp-up and handover to operations while ensuring that all the learning is used to improve the ACE System

Our **ACE** Transition Methodology

We are driven by customer care. In order to provide the best outsourcing service, we understand the need to first **align** with your in-house processes. After that, we'll compose a tailored solution for your business.



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