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Shape Accounting, Grow Business



ABOUT US

INTRODUCTION

- ✓ Newly emerged BPO firm in Finance and Accounting area
- ✓ Established in 2017 to promote growth of professional services
- ✓ Our professional team consists of young, energetic, at the same time creative and professional people, having ACCA, FCA, CIPFA, CIMA, CPA, CISA, IIAB background
- ✓ High quality efficient and personal service with austere confidence
- ✓ We provide a full range of professional services for both local and international clients

OUR MISSION

We are there to support you where you suffer most, be in management or operation, business process automation or business advisory. We offer technology based Integrated solutions for your business process.

OUR VISION

Unique combination of human potential with latest technology in the dynamic business process, where creativity, skills, smart technology and global best practices come together.



OUR SERVICES

BOOKKEEPING

- ❖ **Setting up or revise chart of accounts as per business requirements**
- ❖ **Accurately categorization, classifications of transaction, department, location**
- ❖ **Clean up and completion of back log work to bring books up to date**
- ❖ **Recording regular transactions to keep books up to date**
- ❖ **Reconciliation of Master Ledger and Bank**
- ❖ **Monthly financial reports generation**

RECEIVABLE MANAGEMENT

- ❖ **Prepare SOP for Credit Business**
- ❖ **Credit Rating**
- ❖ **Invoicing and mailing to customer**
- ❖ **Record and account for revenue**
- ❖ **Recording and tracking of customer payments**
- ❖ **Track revenue streams**
- ❖ **Accounts receivable aging analysis**
- ❖ **Maintaining receivables ledger**
- ❖ **Preparing accounts receivable reports**
- ❖ **Preparing and delivering periodic statements**

PAYABLE MANAGEMENT

- ❖ **Purchase Orders Processing**
- ❖ **Matching Purchase Orders with Invoices**
- ❖ **Standard Pricing Information Processing**
- ❖ **Record and account for purchase**
- ❖ **Pay bills, processing checks, debit memos**
- ❖ **Track business costs**
- ❖ **Accounts payable aging report preparation**
- ❖ **Maintaining accounts payable ledger**
- ❖ **Preparation of periodic statements**

BANK RECONCILIATION

- ❖ Reconciliation of bank records with internal records
- ❖ Posting missing transactions if needed
- ❖ Bank reconciliation statement
- ❖ Cash book report generation
- ❖ Credit Card (AMEX etc.) reconciliation..

PAYROLL PROCESSING

- ❖ Analyse Wages expense (job cost etc.)with budget
- ❖ Payroll report generation- summary & detailed statements
- ❖ Process pay slips
- ❖ Payroll Tax computation
- ❖ Reconciliation of wages and salaries
- ❖ Maintain payroll expenses for tax reports

TAX PREPARATION

- ❖ Prepare tax-ready data for tax return
- ❖ Prepare accurate tax returns that are filed on time
- ❖ Calculate estimated taxes for self-employed small business owners
- ❖ Ensure return filing on time
- ❖ File Extensions and calculate estimated tax to avoid interest and penalties
- ❖ State/Provincial and federal income tax preparation and filing
- ❖ State/Provincial and federal sales tax computation (GST/HST etc.)
- ❖ State and federal payroll tax
- ❖ Develop tax planning strategies that save you money and minimize tax liability
- ❖ Develop tax planning strategies that reflect individual financial goal

CLOUD ACCOUNTING SOFTWARE IMPLEMENTATION

- ❖ **Setting company information and business process map**
- ❖ **Setting up chart of accounts**
- ❖ **Customize Invoice, Receipts, Reports template**
- ❖ **Setup Vendors, Clients and Employees**
- ❖ **User preference set up**
- ❖ **Categorization, classifications, department, location setup**
- ❖ **Initial training of software posting**

FINANCIAL REPORTING

- ❖ **Financial Statements, Trial balance preparation as per IFRS & GAAP (USA)**
- ❖ **Month end closing analysis**
- ❖ **Management reports preparation**
- ❖ **Budget and variance preparation**
- ❖ **Country specific report preparation**

FINANCIAL MANAGEMENT/ VIRTUAL CFO

- ❖ Assist in formulating company strategic planning
- ❖ Finance team organization
- ❖ Business long-range planning
- ❖ OPEX and CAPEX management
- ❖ Oversees the financial terms of all contracts
- ❖ Recognizing and implementing financial systems
- ❖ Analyzes and reports monthly financial results
- ❖ Manages the preparation of the fiscal operating budget
- ❖ Monitors all balance sheet accounts
- ❖ Provide executive support to the investor relations function
- ❖ Enhance internal financial management, establishing and maintaining KPI
- ❖ Serve as a strong finance partner for the company

FINANCIAL ANALYSIS & MODELING

- ❖ **Build a company's P&L and Balance sheet**
- ❖ **Perform financial statement analysis**
- ❖ **Calculate Liquidity, Solvency, Profitability, and Growth ratios to analyze a company's performance**
- ❖ **Analyzing historical growth rates and projecting**
- ❖ **Assess project feasibility through the Net present value technique**
- ❖ **Calculate a complete loan schedule**
- ❖ **Perform industry analysis**

TRAINING & DEVELOPMENT

- ❖ Accounting (SAP, QuickBooks, Xero, Sage, Wave etc.) software manage training
- ❖ Accounting basic training for non-accountants
- ❖ Capacity development training

DATA ENTRY SERVICE

- ❖ **Updating data in systems**
- ❖ **Data mining from financial statement**
- ❖ **Prepare, compile and sort documents for data entry**
- ❖ **Combine and rearrange data from source documents**
- ❖ **Accounting data entry**
- ❖ **Handle all aspects of company incoming and outbound mail**
- ❖ **Web research data collection**
- ❖ **Image data entry and data conversion**
- ❖ **Business listing and email listing**
- ❖ **Perform regular backup's data preservation**

PROVIDING SERVICE WITH SOFTWARES

- ❖ **SAP**
- ❖ **QuickBooks**
- ❖ **SAGE**
- ❖ **XERO**
- ❖ **WAVE**
- ❖ **Customised ERP**



WHY US?

WHY CHOOSE US?



OUR APPROACH

STEP-1

**We Define
Your Needs**

STEP-2

**We Develop a
Solution**

STEP-3

**We Ensure
Effective
Implementation**



OUR ENGAGEMENT

SOME OF OUR CLIENTS



SOME OF OUR CLIENTS



SOME OF OUR OTHERS PARTIES

Strategic Alliances:

sheba.xyz

shodagor.com
simple business simple life

cityalo™

AABL
Arkham and Associates Business Limited

Accounting Software Partnership:

intuit
quickbooks

xero

Redbook

FRESHBOOKS
cloud accounting

wave

kashoo

Local & Global Membership:

BACCO
Bangladesh Association of Cost Accountants & Chartered Accountants

ITC | SheTrades

INTERNATIONAL CHAMBER OF COMMERCE AND INDUSTRY
BWCCI

WEConnect
INTERNATIONAL
Connecting Women's Enterprises with Global Opportunities

APPROVED
EMPLOYER
ACCA
Trainee Development - Platinum

STAY IN TOUCH



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