

“  
**WE**  
PROVIDE THE BEST  
**BUSINESS**  
SOLUTION ”



**WE ARE**  
YOUR **SOLUTION**



Business Process Transformation | Business Process Outsourcing  
Accounting Systems | Accounting & HR Department Streamlining  
Data Entry & Processing | ERP Functional Implementation

## ABOUT US

AccproPlus provides professional consultancy in the areas of Finance, Human Resources, Administration and Sales & Marketing. Our Consultants are Highly qualified and having more than 30 years of experience. We provide advanced business solutions that are uniquely designed for Small and Medium Enterprises (SMEs). We deeply understand the problem faced by the investors/owners of the SMEs. We ensure that right performance and evaluation reports are received on time. We support our clients by providing training on how to be a professional in job execution, time management and MIS reporting.

Effective professional services at an affordable fee are our key strength. Our approach with integrity creates a trustful and long term business relationship. Our services in restructuring and streamlining the departments in the organization will add extra value resulting in a sustained growth of your business.

Since the establishment of AccproPlus, we have continued to provide high value added services to our clients.

## VISION

To be a unique Consultancy Firm in GCC and Asia by providing cost effective solutions to small and medium enterprises in various means like restructuring, reorganizing and providing consultancy, advisory, training and management services for the client's business growth and earn higher returns.

## MISSION

Provide Administrative and Financial Consultancy services to SME sector to enhance their management skills through an integrated system and help the investors to achieve their dreams for generations with social commitment.



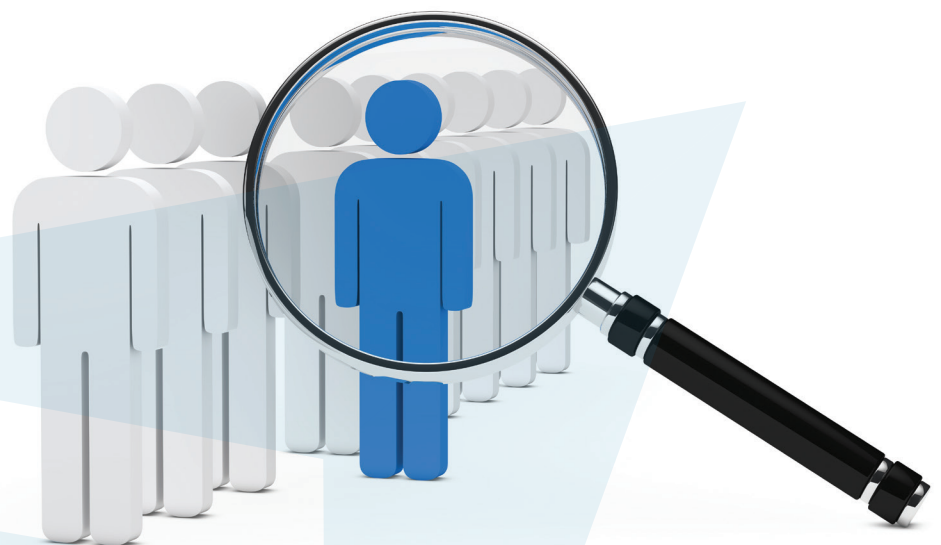


# OUR TEAM

Our team consists of 25 to 30+ years experienced Professionals and Advisors in Finance, HR and Administration who have worked with Multinational Companies with top Managements in Qatar and GCC countries. We have well experienced Operation & Administration staffs who work in close association with our Chief Consultants.

Mr. Joy M Mathai is the Chief Business Consultant who is a Master in Business Administration(Fin.) from AGI University US. He has a vast experience in management of Finance, Accounting, Human Resources and Administration acquired throughout his career of 30+ years. Being the Head of Finance and HR Department of various reputed Local and Multinational companies he has restructured and streamlined the Department activities and received appreciation from his employers. His skills in E Communication and Organizing, Management Training etc.. has supported many young employees to achieve their career goals in various companies.

**WHY**  
**WE ARE**  
**DIFFERENT**



We do insist in maintaining core values in our business.

## **Honesty & Passion**

We are honest and passionate in our services and we aim for our client's satisfaction through evident results.

## **Professional Excellence**

Our Services are based on our accumulated experience, profound practical knowledge and innovations.

## **Client Centric**

We cater to our clients' needs and we are committed to give our best to our clients.

## **Team Strength**

By pooling Individual abilities and talents of our team members towards a common goal, we ensure success to our clients.



# • SERVICES •

## FINANCIAL & ACCOUNTING CONSULTANCY

Finance Department is the key for a company. The Management needs accurate and precise financial information, either historical or forecast, to take business decisions. Our experienced consultants can make your finance & accounting staff to a better professional. The staff will be more capable of providing the information that you need on your table on time. Well trained Accountants and Finance Management team shall be the key elements in your business growth. Our full fledged services in Finance/Accounting helps you to manage the business level remotely.

### • OUR SERVICES INCLUDE •

- Internal Control Procedures
- Chart of Accounts
- Auditing & Tax Card Advisory
- Finance Staff Placements
- MIS Reporting System
- Accounts Communication Training
- Accounting Skill Training
- Accounting Legal Compliance and more
- Cash & Bank Management
- Credit Control Management
- Inventory Control & Management
- Accounting Staff Training
- Accounting Policy & SOPs
- Accounting Supervision
- Accounting Software Consultancy
- Facility / Loan Arrangements



## HUMAN RESOURCES CONSULTANCY

One of the key roles of AccproPlus is to provide a wide variety of Human Resources Consulting services in all verticals. We identify and propose necessary changes within an organization in order to optimize the resources. Our Management, Human Resources and Training services improve productivity, efficiency, organizational communication and employee ethics. Whatever your industry may be, we AccproPlus will work with you to identify your needs, develop an action plan and assist with implementation.

AccproPlus adds and retains values for our clients through our excellent team in collaboration with your HR team.

### • OUR SERVICES INCLUDE •

- HR Budgeting & Monitoring
- WPS & Payroll Systems
- Incentive & Benefit Plans
- Payroll Reconciliation & Audit
- Human Resources Planning
- HR Software Implementation
- SOPs and Documentation
- Policies & Employee Handbook
- HR Filing & Tracking System
- Recruitment & Placements
- Permit Management & Controls
- Legal Compliance Review
- Interview Assistance
- Employee Performance Assessment
- Mysterious Assessments
- Employee Loyalty Programs
- Training and Skill Development
- Team Building Methods & Process





## **BUSINESS ADMINISTRATION SERVICES**

A strong base for the routine affairs, a competent office administration staff ensures smooth business operations at all levels. While the top management is busy dealing with more weighty issues and strategies, it is the administration staff who ensures that all the activities are carried in an error free manner. Our philosophy is to work in partnership with our clients, to create effective and intelligent staffing solutions that help them achieve your organizational goals. We are able to provide a range of candidates from recently trained graduates to highly experienced candidates with high caliber. AccproPlus Ensure that your Administration Process is standardized and effectively managed through proper Operational Procedures. Team Building is our Focus to achieve common goals.

### **• OUR SERVICES ARE UNIQUE IN THESE AREAS •**

- E Communication Process
- Data Management and Security
- Soft Skill Development
- Client Relationship Management
- Company Formation
- Sponsorship Arrangements
- Business Center Consultancy
- Business & Agency Arrangements
- ISO Certification Consultancy
- Filing & Tracking System
- MS Office Module Training
- Time Management & Training
- Motivational Sessions & Videos
- Guest Management & Receiving
- Telephone Techniques
- Visitors Record Maintenance
- Document Control & Procedures
- Team Meeting Procedures and Minutes



## SALES & MARKETING CONSULTANCY

AccproPlus develops comprehensive and fact-based programs to increase brand effectiveness. We identify where companies are excelling and where brands are underperforming and we use this information to create programs that closely align the brand with customer and market needs. AccproPlus expertise in implementing new techniques of Marketing and Sales within the Clients' organization has proved to be successful in achieving targeted periodical objectives of revenue generation. Latest and effective communication procedures and SOPs in Sales Process ensure result oriented management of Sales and Marketing Department. Customer Care and Service support system established within the clients' department is unique and outstanding.

### • OUR SERVICES INCLUDE •

- Sales Consulting
- Online Marketing Services
- Sales Performance Support
- Strategic Account Management
- Product Profiles and Catalogues
- On Job Performance Models
- Sales Staff Recruitment
- Marketing & Sales Seminars
- Sales Assessment Systems & Practice
- Sales Team Building
- Direct Sales Team Monitoring
- Sales Communicating Training
- Customer Retention Management
- Formulating Sales Strategies
- Key Performance Indicators Fixing
- Sales Target Fixing and Monitoring

## OUR OTHER SERVICES

AccproPlus provides a number of other business services on request. Along the normal course of your business, you may come across a number of business requirements to enhance your business. Here, AccproPlus extends a helping hand. Our dedicated and experienced consultants and advisors are the most reliable partners to your business. We are capable of providing services in various sectors of your business world. Our time bounded services with clear action plans and deadlines ensure that your purpose is served and your goals are fulfilled.

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