



ACCOUNTANCY OUTSOURCING SOLUTIONS

nivid
TECHNOLOGY SOLUTIONS



INDEX

- **COMPANY PROFILE**
- **ACCOUNTANCY OUTSOURCING OVERVIEW**
- **OUR METHODOLOGY**
- **THE NIVID ADVANTAGE**
- **CONTACT US**





COMPANY PROFILE

- ✓ *NIVID provides consulting and IT services to clients across UK - as partners to conceptualize and realize technology driven business transformation initiatives.*
- ✓ *With our over 15 years of combined, strong technical expertise, our top to bottom approach ensures continuous training for all our employees at all levels.*
- ✓ *We use a low-risk Service Delivery Model (SDM) to accelerate schedules with a high degree of time and cost predictability.*





- ✓ *We provide solutions for a dynamic environment where business and technology strategies converge.*
- ✓ *We offer BPO (Business process outsourcing) and ITO (Information Technology outsourcing) services through our offshore office (Kaizen Infocomm Pvt Ltd) in India.*
- ✓ *We are technology consultants focused on BPO & Knowledge industry, assists in the identification and development of business opportunities in emerging BPO & Knowledge Services markets.*





THE TEAM

- ✓ *NIVID is a highly accredited partner of major IT vendors across UK and our Onsite and Offshore team consists of experienced and qualified Post Graduates coupled with Microsoft, Cisco and various highly certified Trainings, Chartered Accountants, ACCA graduates, Management graduates.*
- ✓ *The uniqueness of our team lies in the clarity of focus they possess in relation to every work they undertake. This not only assures fast completion time but also indirectly results in cost-reduction for our clients.*
- ✓ *Team Leader with domain expertise in Accounting BPO and Process Migration experience*
- ✓ *Team members experienced in Accounts. of US, UK and Canada based clients*





ACCOUNTANCY OUTSOURCING - OVERVIEW

- ✓ *NIVID offers expert services of outsourcing which incorporate the complete range of accounting, finance and tax preparation.*
- ✓ *Our “Low risk, High service delivery model” provides clients with an opportunity to capture the comparative advantage of global labour markets to dramatically improve business processes while delivering them at substantially lower costs and risk.*
- ✓ *Our service incorporates the complete range of accounting, legal and taxation functions and as a client you will be able to utilise a huge base of skills and services which are as flexible or continuous as you need them to be.*





WHAT DO WE OFFER?

✓ **Book Keeping**

- **Processing of Payments and Receipts**
- **Sales/ Purchases**
- **Journal Entries for Closing**
- **Inventory Management**
- **General Ledger Maintenance**
- **Trial Balance**

✓ **Bank Reconciliation**

✓ **Accounts Payable/Receivable**

✓ **Invoicing**

✓ **Monthly, Quarterly and Annual Financial Statements**

✓ **Customized reports**

✓ **Tax preparation.**

✓ **Online database updates to Client systems**

✓ **Third Party reporting**

✓ **Sage , Viztopia & PerTAX, QuickBooks etc. posting till finalization**





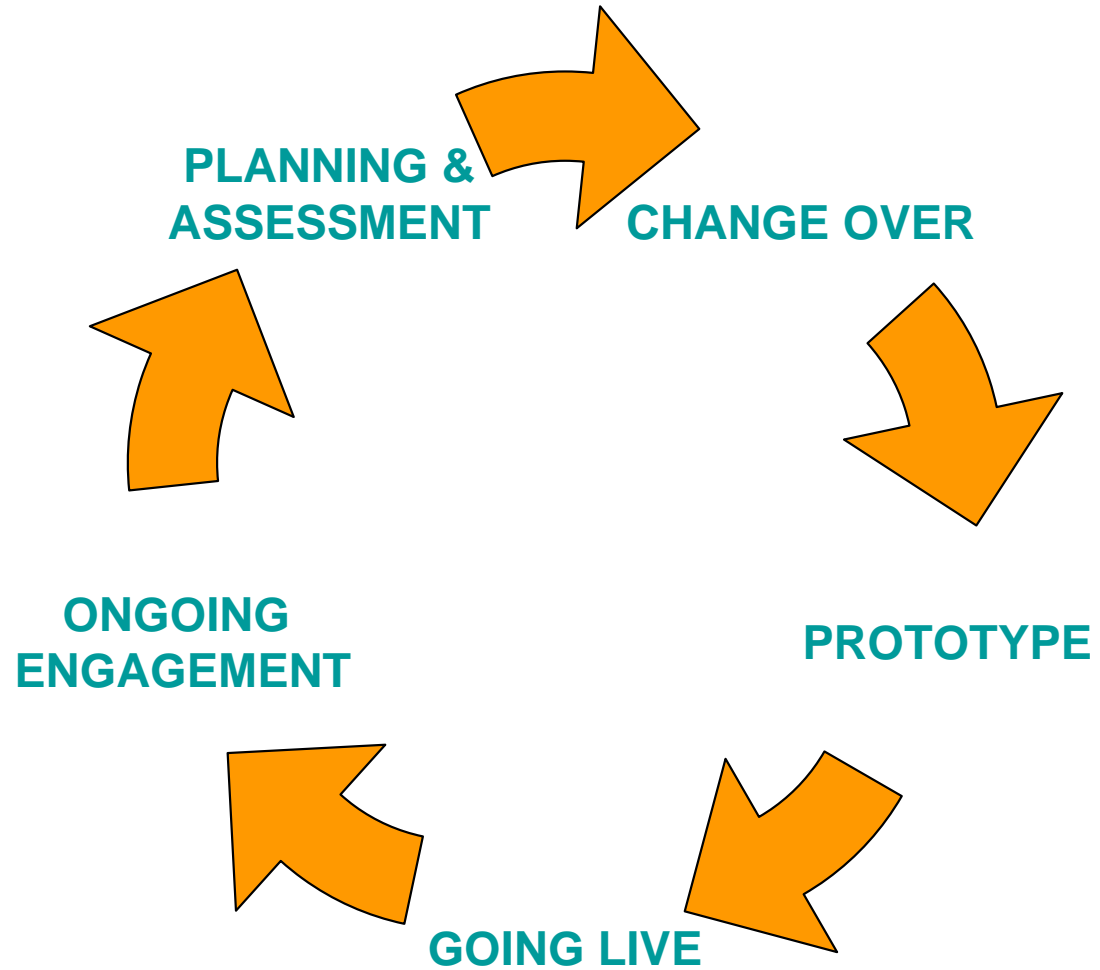
OTHER COROLLARY PROCESSES

- ✓ **Bookmarking and Sorting of PDF Files.**
- ✓ **Customized excel sheets for all complicated returns.**
- ✓ **Linking of review notes with supporting within the PDF file.**
- ✓ **Additional information incorporated in the original files.**





OUR METHODOLOGY





BENEFITS OF ACCOUNTANCY OUTSOURCING

- ✓ Cost savings upto 50%
- ✓ Cost structure becomes variable
- ✓ Accurate, fast, efficient and timely results
- ✓ Benefit of outsourcer's standardized processes and advanced technology
- ✓ Increases management's valuable time and thus an improvement in productivity
- ✓ Helps companies focus on their core capabilities & businesses
- ✓ Get organised globally along business lines





BUSINESS BENEFITS

- ✓ Improve service levels
- ✓ Increase security
- ✓ Increase market strength
- ✓ Reduce capital costs, overhead costs and investment risks
- ✓ Renew value to transaction-intensive business processes
- ✓ Increase access to state-of-the-art technology





- ✓ Free resources for more strategic business initiatives by leveraging NIVID proven outsourcing expertise
- ✓ Improve the business value of transaction-intensive processes using NIVID industry and systems integration expertise
- ✓ Leverage worldwide state-of-the-art BPO facilities for your IT infrastructure
- ✓ Reduce overhead costs – and increase employee career options – by shifting accountability for staffing
- ✓ Improve service levels with round-the-clock service delivery





- ✓ Improve business operations through analytics and business intelligence
- ✓ Better anticipate and control costs through variable-based pricing options
- ✓ Transition quickly and easily to an outsourced environment using our proven change management methodologies
- ✓ Maintain control of business processes with NIVID comprehensive account management
- ✓ Meet business objectives with custom service-level performance measures





- ✓ Profit from the economies of scale you can achieve by leveraging our experience in transaction processing, systems integration, information technology and business process outsourcing.
- ✓ Improve shareholder value by focusing on decision-making and strategic planning while we handle the day-to-day transaction portion of legal back office operations.
- ✓ Improve working capital management by relying on NIVID, an expert in transaction processing.
- ✓ Focus on strategic decision-making and let us handle managing personnel and disaster recovery.





THE NIVID ADVANTAGE

✓ **Expertise**

The management team at NIVID has extensive experience in a variety of industries all of which works to bring you the most effective BPO available.

✓ **Cost Savings**

Outsourcing some of your organization's ACCOUNTANCY business processes results in lower personnel costs (such as payroll, benefits, taxes, recruitment, and training) and lower overhead (such as facilities, technology, maintenance, support and payroll processing). Local UK office for client servicing while back office processing centre in India – Cost savings passed on straight to the customers.





✓ **Educated Workforce**

NIVID requires that our OFFSHORE TEAM are graduates while many hold advanced degrees and Graduates in Accountancy and Financial Management with very good command over the English and French language, both spoken and written. Our TEAM also consists of CA and ACCA graduates, clerks, to lead our offshore site.

✓ **Staffing**

Business processes become much more efficient when outsourced because it allows a firm to take advantage of improved training and a larger pool of talent. Last but not least, all of them have very good reading and writing skills in English and French language.





✓ Revenue Enhancement

Working with NIVID allows you to enhance your revenues through the benefits of improved focus and improved service. The availability of low-cost, high-skilled labour allows an organization to put service back into the service industry. The ROI on various service activities is dramatically changed.

✓ Capital Efficiency

Since outsourcing relieves some of the overhead expenditures for a firm, it frees up capital to be used in a more efficient way.





✓ **Comprehensive Security framework for Accountancy BPO**

Security

We recognize that security is an extremely critical aspect of any operation, especially those dealing with information and protecting customer information is critical for managing a customer's business. Our security consciousness is manifest even in the small measures we take.

a) INFRASTRUCTURE

- 24/7/365 security guard on site
- Security camera
- Authentication verification access to all areas
- All employees are required to show a valid ID Card
- Annual audit/review





b) PROCESS PROTECTION METHODS

- Hiring process; granting the access
- Employee exit process; removing the access
- Corporate guidelines on use of corporate assets
- Virus detection
- Network monitoring
- No floppy drives or any media on employee machines
- No direct internet connection from the employee machines

c) DATA AND NETWORK SECURITY

The applications can reside at the customers' server. However we take several measures to ensure data back-ups and security of networks





- Back-ups are done daily using top of the line equipment with regular data restoration ensuring secured data availability.
- Fireproof cabinets and an offsite media storage facility is used for storage of back-up media.
- A back-up/restoration log is maintained and back-up media is changed periodically.
- Checkpoint firewall/VPN has been implemented for complete network inbound/outbound security.





- The complete network is secured with anti-virus software implemented at the server and the client level.
- Alarms have been installed on all platforms and network components to indicate security breaches.

d) Security Audit

We are continually auditing our security internally with an internal team of certified security professionals. Key points:

- Redundant communications infrastructure
- Highly educated, English and French speaking workforce
- Offshore time zone supports same day or around the clock support
- Firm commitment to security
- Full auditing with document management





NIVID LTD

LUTOMER HOUSE

100 PRESTONS ROAD

CANARY WHARF

LONDON E14 9SB

T: +44 207 101 9233

F: +44 207 719 8484

E: info@nivid.net

W: www.nivid.net

nivid
TECHNOLOGY SOLUTIONS

CONTACT US FOR MORE INFORMATION