

MY   
**DESK**  
YOUR OWN DESK!

Get *more* time for your business while we take care of your back office!

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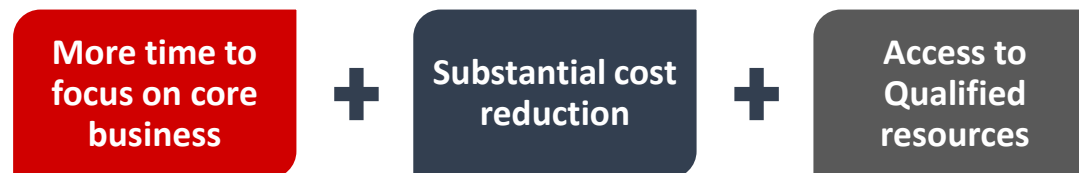
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**Let Experts handle your back office, while you focus on your business**

## About MyDesk

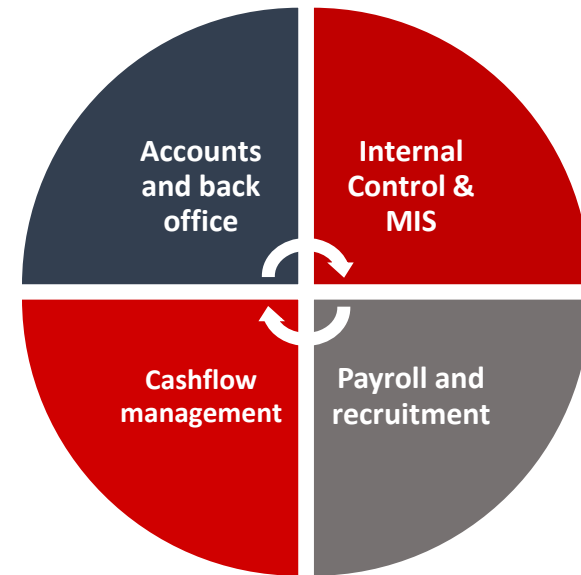
- MYDESK SOLUTIONS PRIVATE LIMITED is company registered in India under the companies Act 2013, adhering to highest corporate governance, Privacy and statutory compliances standards.
- Combined experience of more than 20 years in business process outsourcing, Book keeping & manpower consulting.
- Serving broad spectrum of clients in Gulf region, USA and India.
- Supported by CPA firms based in USA and Chartered Accountant (CA) firms based in UAE and Sultanate of Oman.
- Team of Chartered accountants and MBAs serving clients

**We aims to provide you**



## Our Services

- Outsourced accounts and book keeping
- Back office support services
- Internal Control & Management reports
- Accounts receivable & payable management
- Payroll & Recruitment



## **Outsourced accounts and book keeping**

### **Bookkeeping (data entry of all financial transactions)**

Dedicated team of accountant ensures real time book keeping and bank reconciliations. They report to you while seating at our office. They work on your system. No data transfer, hence 100% secured

### **Accounts Finalisation and co-ordinating with Auditors**

We ensure end to end finalisation of accounts, resolving audit queries and preparation & finalisation of financial statements.

### **Tax and statutory compliances**

Preparing monthly withholding tax returns, PASI-monthly payment processing, tax liability calculation, other statutory compliances as required by law

### **Accounts payable and receivable**

Complete reconciliation of ledger and tracing with purchase/ sales order before release of any payments. Tracking and follow up of accounts receivable & preparation of ageing reports

### **Cash flow forecast & Budgets**

Preparation of cash flow statements & Budgets, forecasting daily, weekly, monthly and annual cash flow.

***Real time presence – It's like having your own desk!***

## Back office support services

### Online store management

We act as your online store by processing new or refill order request through all channels. Customer management, communication and digital marketing solutions.

### Sales Process (Internal & External)

We can compile orders from all customers (outlets as well as external) and processed up to Delivery Notes into your ERP on real time basis. At your end, you will just need to manage logistics for delivery. We can also provide 24X7 services.

### Purchase Order Processing & GRN Processing

Based on Re order level and your other existing process, Local Purchase Orders and Foreign Purchase Orders will be processed and will **Ready-to-Issue** post approval by authorised signatory. We can process material received against LPO/FPO issued, prepare GRN and update inventory records. This will help processing Accounts Payable.

### Business analytics and reporting

Daily/periodical analysis of business data and reporting of the same to help you take better decisions.

### Other Customised services

We first understand your business and design appropriate delivery solution which gives optimum work efficiency and cost reductions.

***Flexible – minimum change in existing processes***

## Internal control & Management Reports

### Accounts monitoring

We review and ensure that books of accounts are up to date by reviewing daily Sales, purchase, bank & expenses records. Submit daily compliance reports to the management

### Online Internal audit

We remotely access your system and conduct internal audit from individual store level to corporate level by using our analytics and forensic auditing solutions.

### Personal visit

We depute staff on temporary business visit and conduct internal audit as per defined scope.

### Management Information Systems (MIS)

We act as your dedicated MIS team who works independently and send analytics reports to management. Some of reports would be like...

- Daily report on key parameters like Sales, purchase, branch/division performance for the day, party wise payment dues on particular day, performance comparison reports, Trend analysis.
- Monthly profitability reports
- Budget vs. actual tracking and reports
- Slow moving items reports
- DSO, DPP and Inventory cycle reports to analyse WC cycle

*Expert's Service at fraction of cost*

## Accounts receivable and payable management

“A timely and effective order-to-cash cycle is vital for improved cash flow, and it plays a critical role in optimizing business performance”

### Invoice to receipt

End to end receivable solution wherein we will prepare invoices for you, send them to your clients directly, keep track of who has paid, when they paid, which invoice they paid against and provide you with regular reporting so you can see where things are at.

### Reminders & Receivable collection

We can use your email address (e.g. accounts@yourdomain.com) to send friendly email reminders to your customers, we can make follow up calls as a member of your organisation and also send you customised reports giving you complete information about your receivables. We can issue friendly reminders or take a much harder approach – the choice is completely yours. The end result is your clients paying you on time and a much more consistent cash flow!

### Accounts Payable

Accounts payable (AP) today has evolved from a tactical, transaction-focused process to a strategic business function that optimizes working capital, enables greater savings for the business and helps improve supplier relationships.

We provide:

**Transaction processing** –we process everything i.e. procurement to payment! End to end solution

**Reconciliation** – LPO/FPO to payment reconciliation and tracking

**Forecasting** – keeping you up to date with payments due

*Optimise your cash flow with dedicated account payable/receivable Team!*



## Payroll & Recruitment

“Payroll needs accuracy, must meet deadlines, adaptive to constant changes, staying on top of payroll is bit of a challenge for business”

### Payroll

- End to end payroll solutions
- Compliant with the latest laws and regulations
- Accurate, timely and end-to-end support for your employee’s payroll
- Consolidated, error-free documents and reports with sharper business intelligence
- End of Year Process
- Flexi payroll management – processing weekly, monthly payroll
- Tax compliance and reports

### Recruitment

We provide range of recruitment services in India and Middle East

- Permanent staffing - Complete on boarding solution that includes drafting Job description (JD), detailed scrutiny of candidate, offer letter preparation, visa processing (India specific activities), medical clearance
- Temporary staffing - Temporary hires Project or assignment specific staff for short tenure contracts
- Recruitment process outsourcing: We are your own HR department. Let experts handle your 100% recruitments
- Off shore employee: You choose your employee on our payroll. NO visa, gratuity, medical or accommodation hassle.

**Leverage the benefits of working with the payroll experts**

## Benefits of Outsourcing

### Substantial cost reduction

Avail experts services without hiring them resulting into substantial cost reduction.

### No Holidays, No training

No need to worry about staff leave, replacement, staff shortage, recruitment, etc. we provide services 24X7X 365 days

### No visa, No leave pay

Since you are not hiring, no cost on visa, tickets, leave pay or gratuity.

### Improved operational excellence

When you engage with us, you don't engage with one person but team of Experts who work independently for you supervised by CA/MBA, so you can be assured of quality of work.

### Flexible

We adapt to your systems and processes. So, nothing at your end changes. We are your department.

### Real time service

Today, technology allows to provide live-real time services as if staff is working in your office/store.

### Secured

100% data security as everything remains in your servers. No need to transfer data

## Why MyDesk?

- **Our presence in Oman**

We are already serving clients from different background having revenue in range of RO 0.25 million to RO 10.0 million. We have presence in Oman since last five years.

- **Flexible**

We avoid providing standard solutions. Rather, we design our service delivery according to client's business & processes ensuring minimum changes in client's working. You have flexibility in terms of timing, price & level of services. *We work as your department.*

- **Experience**

Our promoters are Chartered accountant /MBA with more than 20 years combined experience

- **Experts**

We have team of experts trained to handle your work and deliver with speed and accuracy.

- **Cost competitive**

Our service model allows us to offer services at most competitive rates

- **30 days free trial**

We provide 30 days free trial and do not charge any setting up fees.

- **All software welcome**

We are experienced on all major accounting software including XERO, QuickBooks, SAASU, Sage, ExoNet, Netsuite, Accrivia and many more

## Engagement models

### Dedicated back office

Dedicated staff for your office

Available six days a week

Billed on monthly basis

#### Suitable

Large volume  
Constant monitoring

### Pay as you Go

Team would complete the task at assigned time

Billed on Hourly basis

#### Suitable

Small volume  
Special projects

### Lump sum model

Team of experts working for you with defined deliverables

Available six days a week

Billed on monthly basis

#### Suitable

Large volume  
Defined activity

### Block of hours

Engage us for block of hours

Benefit of volume based discounts

Delivery based model

#### Suitable

Year-end activities  
Mid volume works

## How We Deliver?

### Working Remotely

- Using secure virtual technology like VPN or using remote applications like RDP, Team viewer, etc.
- We log in to your system and complete all the work on it as if we are seating in your office
- No data transfer, 100% log of activities done by us
- Most secured way of handling the task

### Using cloud software

- Client and server solution
- We get access to your sever from our Desktop
- It simply requires you to create login details for our staff with appropriate access controls in your ERP/ system
- We will access your system via client terminal
- Work gets stored on your server on real time basis

## Contact us

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