



**Mavens Solutions**

**Proposal for  
Business Process Outsourcing**

Mavens Solutions is a Dhaka based company with a vision of making the lives of the customers simpler via modern technology. Our services have helped business owners and companies complete a wide variety of tasks such as web design and development, accounting and financial reporting, implementation of accounting and management information system, payroll management, recruitment, digital marketing and research.

With today's enormous amount of information available, executives and senior managers can spend less time to sort through all their options available. By hiring a dedicated assistant via Mavens, they can focus on the decision and not on the day-to-day tasks.

Mavens has portrayed a brilliant illustration of tremendous growth and outstanding service with innovative ideas and up to date client support. With the help of technology the globe became smaller and we show our customers the way to minimize their costly pitfalls. The company has established itself as a pioneer in customer retention with its superior customer support.

# Geographic Range of Service (current)



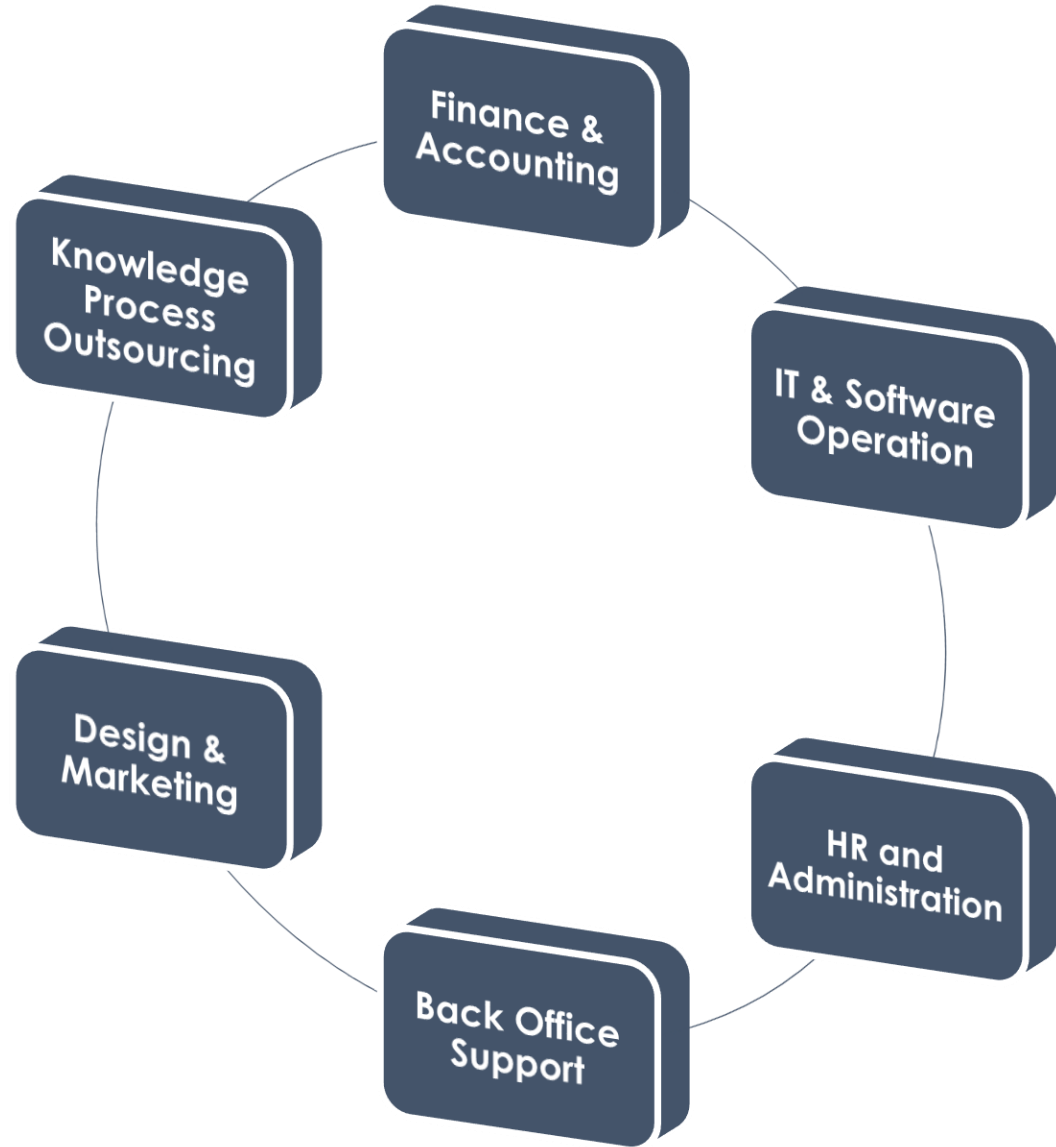
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# Offered Services



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## Finance & Accounting

- Accounts Payable
- Accounts Receivable
- General Accounting and Financial Reporting
- Implementation of Accounting system
- Working capital forecasting and management

## IT & Software Operation

- Requirements
- Development
- Testing
- Implementation
- Maintenance & Helpdesk

## HR and Administration

- Payroll management
- Employee onboarding & offboarding
- Database
- Management of employee training

## Back Office Support

- Procurement
- Transport Administration
- Scheduling and calendar management
- Meeting transcription
- Collections of receivables

## Design & Marketing

- Promotional Contents & Materials
- Management of social media accounts
- Product & market research
- Web and mailing list research

## Knowledge Process Outsourcing

- Business research
- Data analytics
- Data mining
- Patent research
- Customer feedback and rating analysis

# Finance & Accounting



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## **Day to day services**

Ensuring the day to day accounting transactions of payments, receipts, sales and purchases, other miscellaneous expenses and inventory accounting are entered in system on daily basis. Working knowledge with regards to basic data entry, report generation in system environment that are essential.

## **Fixed Assets**

Preparation, maintenance and updating of Fixed Assets Register as per the Standard Accounting Bench marks.

## **Cost Accounting**

Evolve the costing system with the help of departmental staff and suggest the suitable methods for setting up of standards for regular costing system.

# Finance & Accounting



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## **Analysis**

Analysis of Debtors and creditors on daily basis and reconciliation of the same & inter Unit accounts on monthly basis, preparation of bank reconciliation as per requirements, and scrutinizing all ledger accounts at regular intervals in the system.

## **Budgeting**

Preparation of Half year and Annual Budget and consolidation thereof, and analysis of variance based on actual vs budgeted and actual vs target

## **Accounting month-closing**

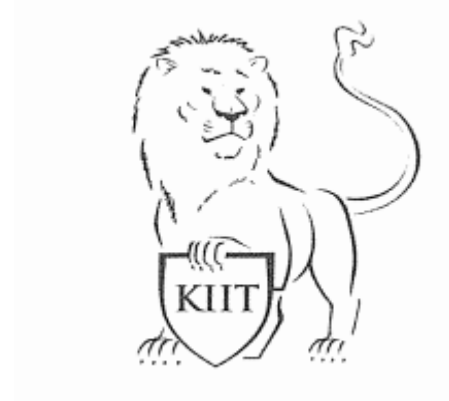
Passing regular journal entries, making month end provisions, month end closings and preparation of Monthly Profit and Loss account to submit the same to Corporate Office.



# Recent Clients



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Thank you