

# Outsourcing company



Our services



## What do you get using our services:

Focus on core tasks

Minimization of business processes

Performing tasks in time

Quality results

Professional staff

Budget savings



### Outsourcing company

Outsourcing helps our clients to receive qualitative services in a short time, to realize the structure of the company, oriented to targets, greatly reduce the burden on the budget to support core activities.

#### Legal services

A full range of legal services in the following areas: Courts, arbitration, recovery debt analysis and documents development for submission in court and legal support of litigation; Contract Drafting - analysis, development and updating of contracts of any kind; Trademark – help to prepare a package of documents for trademark rights registration; Registration of firms - a full range of services for registration of Sole proprietorship, Limited liability company, Public joint-stock company, Joint-stock company; Assistance with choosing Tax System; Registration of shares; Liquidation of companies; Offshore companies selling ready-made companies in other countries.

#### Accounting services

A full range of accounting services in the following areas: accounting and tax accounting; Restoration of accounting; Tax Optimization; Inventory; Development of accounting policies; Submission of zero reporting.

Audit of financial statements performed in accordance with international standards on auditing that allows you to form an opinion on the reliability of the statements prepared under IFRS, e.g.: The formation of accounting policy according to IFRS; Development of chart of accounts according to IFRS; Development of the individual transformation tables; Development of individual consolidation tables; Preparation of a complete set of financial statements in accordance with international standards.

Advice on IFRS and IFRS implementation: Development of the group's accounting policies; Development of a unified chart of accounts according to IFRS; Development of rules of transformation; Development of the layout of the set of financial statements; Development of tables of information necessary for the implementation of the transformation process.



#### Personnel services

Personnel Support Services: Personnel accounting; Outsourcing staff; Development of KPI system; Development of organizational structure; Development of optimal algorithms; Development of documentation and contracts; Labour law consulting.

#### Sales department

Remote sales services: Development and implement sales strategy; Execution of a function sales; Service to increase sales.

#### **Advertising Department**

Full-cycle remote advertising Services Department: Brand management; Advertising strategies Development and its implementation; Public relations strategy Development and its implementation; Organization of events.

#### Call center

Two types of the call center Services:

- 1 Incoming calls Hot line, Virtual office, Virtual Secretary, Order reception, Virtual Consultation.
- 2 Outgoing calls Telemarketing, Telesales, Cold calls, Updating databases, Customer hunt, Telephone surveys, Customer calling, Informing customers, Active sales, Marketing research, Public opinion poll.