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**Profile**

**On**

**BARATSIA INTERNATIONAL**

IT & ITES Service and General Suppliers

Company Name	: <b>BARASIA INTERNATIONAL</b>
Type of Company	: Proprietorship
Name	: Md. Liakat Ali Sikdar
Establishment	: 31 <sup>th</sup> October 2015
Registration Authority (Company)	: Dhaka South City Corporation
Trade License	: 02066552
License Authority	: South City Corporation
VAT Registration Number	: 9011132474
VAT Registration Authority	: National Board of Revenue
TIN Registration Number (Dhaka)	: 157829934524, Circle-158, Zone 08
TIN Registration Authority	: National Board of Revenue

## **ABOUT US**

BARASIA INTERNATIONAL is a trusted name and focused in Signboard, logo, banner, billboards Notice, General stationary & Gift Item Printing and Supplier. Data Entry Service, IT/ITES Service, IT Base Training, Software Development, Web Design & development, Digital Marketing, Multimedia solutions, Graphic Design. With the unique vision of Times Innovation is the forerunner in the value added service Market place and an architect of high value end-to-end ICT solutions. Executing and creativity we aim for long term relationships with our clients, by being customer oriented and by delivering work of the highest degree of satisfaction and flexibility. We provide in-time quality products at competitive price. Our clients are able to reduce their production cost significantly by outsourcing their Services from us. Our production team is efficient, well trained, specialized, talented, enthusiastic and multilingual.

## **BACKGROUND OF THE COMPANY:**

Times Innovation is a running with Supply and IT / ITES Business. We run by highly trained and skilled manpower. The firm will be self-sufficient with continuous trouble free operation ensuring timely delivery of its product. IT sector appeared to be the most attractive sector as Bangladesh is predominantly an agricultural based economy and yet there exists very few organized support industries in this sector. Lately, the Government of Bangladesh (GOB) is encouraging setting up of IT, Software, & Call Center Business. IT industry form and in the backdrop of the huge population and unprecedented GOB support; IT & Software Business. IT projects emerged as the most suitable area of investment. The Chairman & Managing Director of Times Innovation has dynamic leadership in such sector and they have necessary means of wealth in the country to provide equity for the proposed project. Times Innovation. Is keen to take the advantage of fast growing Data Entry, IT & Software Business. IT market by offering high quality product and advantage to the customer. There is a great possibility of extending this market to foreign countries. At present the supply situation is so poor as to cope with the

rapidly increasing demand. This has led the country to look for ways and means to develop this sector.

All the raw materials required to produce the items are available locally at reasonable. To ensure stability and quality of the major items of raw materials, direct imports may also be resorted to. To be equipped with the technological details, necessary assistance would be easily available from the relevant government officials or technical personnel.

## **INTELLIGENT AND FRIENDLY SERVICES**

Our quality professional services are the key to our success. We understand your business needs and are dedicated to serving your business interest.

## **OUR VISION**

Our vision is to alter the dynamics of the software industry by providing trusted, supportive and quality software development services to clients that view our partnership as a strategic driver for their success. When we take on your project, we take the stewardship of the project with you in the director's seat. As stewards of your project, we consider ourselves successful not when we deliver your final product but when the product meets your business objectives and that is our vision.

## **Our Mission**

We aim to help our clients save their valuable time by providing them with an application that is very simple to apply. We guarantee a fast turnaround time, at an affordable price and with desired result. Customer satisfaction is our number 1 priority. Any problems, complaints or comments are welcome.

Broadly speaking, our mission is:

- Satisfied Customers
- Innovative Solutions
- Happy Employees
- Creating Employees for inside and outside of the country

## **Our Focus**

Our strategic thinking, concept development and technical survey are a few of our greatest assets. But our team is also passionate about creative element we apply to each project. It begins by meeting with key members of your staff to obtain clear insights into your goals and objectives. That information is then translated into powerful communications tools.

## **Our Strengths**

- User friendly
- Attractive interface
- Highly secured system
- Application of latest technologies
- Support to lower version computer
- Database driven software with quick performance
- Online data storage facilities to prevent data loosing
- Customized software based on clients requirements
- Online/offline support 24×7

Times Innovation Business strategies and ideas make it intermediate if not a large organization. From one stop IT solution to call center and beyond we provide all sorts of support for ICT industry. We export, import and distribute IT goods. The organization manages all facets of IT business under one roof with the highest quality of IT standards. It has well organized divisions to meet all requirements.

## **The most common needs that we can fulfill are:**

- Generate sales leads
- Set appointments
- Market research
- Surveys (including statistical analysis and political surveys)
- First level help desk
- Database or mailing list information
- Business development
- Point-of-sale product promotion
- Seminar and conference invitations

**Resource Team:**

<b>Company Persons</b>	<b>Number of Persons</b>
Proprietor	1
General Manager	1
HR & Admin	2
Corporate Analyst Advisor	1
System Analyst and Analyst Programmers	2
Programmers and Designers	3
Data Entry Operator	10
Project Manager	3
Support Engineer	4
Marketing	3
Administration and Accountant	1
Guard and Others Stuff	2
Outsourcing Trainer	5
<b>Total</b>	<b>38</b>

**List of Logistics & Equipment Services:**

<b>Computers and equipment: List of Hardware:</b>		
<b>SL</b>	<b>Item</b>	<b>Quantit</b>
1	Hi Configure Computer	5
2	Laptop	20
3	Laser Printer	2
4	Normal Printer	3
5	Generator	1
6	CISCO Router	1
7	Scanner	1
8	UPS	5
9	Digital Camera	1
10	Windows Server	1
11	Networking Switch	1
12	AC	2
13	Server	1
14	Projector	2

## Infrastructure:

<b>Furniture &amp; Fixture:</b>		
<b>Sl. No.</b>	<b>Item</b>	<b>Quantity</b>
<b>1</b>	Executive Table	3
<b>2</b>	Computer Table	10
<b>3</b>	Revolving Chair	25
<b>4</b>	Conference Table	1
<b>5</b>	Executive chair	30
<b>6</b>	Sofa Set	1
<b>7</b>	File Cabinet	3

## Our Services

Since these processes are usually time-consuming and require additional technological and operational advantages to ensure delivery in a time-bound manner, Serco Global Services leverages our Digitization, Consulting and Best practices team for every service engagement to drive Performance & Productivity improvement initiatives, while increasing process efficiency

We possess with the latest technology to deliver excellent quality with turnaround time. We honor our customers with respect to ensure customer satisfaction by rewarding quality work on right time and in a right manner. Our latest business foray comprises of

### Account Management

We manage the customer account operations spanning from Account Opening/Registration, Updating, Modifications, Closures, Bill Generation, to Reporting.

- Data Entry,
- Data Processing,
- Data Conversion,
- Scanning and Indexing Services.

We are into state-of-art infrastructure with high end Pc's and dedicated server and provide a helpdesk for our customers, which enables us to be competitive both in the domestic and global markets. Exceptional functional and technical expertise coupled with extensive industry knowledge makes us the ideal choice for a BPO firm to manage your outsourced assignments.

## OUR DATA ENTRY SERVICES INCLUDE:

- Online Data Entry
- Offline Data Entry

## ONLINE DATA ENTRY

- Online Data Entry of E-Books
- Online Business Card Data Entry into Any Format
- Online Data Entry and Compilation from Web Site
- Data Entry from Books with High Accuracy & Speed
- Online Data Entry from Hardcopy/Printed Material

## Into MS Office

- Strategic Online Data Entry into Software Program and Application
- Online Data Entry for Mailing List / Mailing Label
- Typing Manuscript into MS Word
- Online Editing, Sorting, & Indexing Data- Any Format

## Offline Data Entry

- Data Gathering from Various Sites
- Valuable URL List Collection

## Offline Forms Filling Data Processing Services:

## DATA PROCESSING SERVICES

- Form Processing
- Image Processing
- Word Processing

## DATA CONVERSION SERVICES:

- Document Conversion
- PDF Conversion
- HTML Conversion
- Word Conversion

## IMAGE SCANNING & INDEXING:

We capture data from:

- Optical Character Recognition (OCR),
- Intelligent Character Recognition (ICR),
- Optical Mark Recognition (OMR)

## **INFRASTRUCTURE**

We have our office space of 1200 Sq. Ft in the heart of Dhaka, Bangladesh. Our Center is equipped with redundant data and telecommunication links to ensure uninterrupted workflow. The development center is linked to Internet through a 15 Mbps Broadband connection with 1 Mbps redundant GP Internet connection. Our center is equipped with UPS systems and generators to ensure uninterrupted power supply to the operations for day stretch.

## **WORKFLOW:**

1. Business professionals send the required documents through emails, FTP, DVDs, CDs, in any data formats.
2. Our experienced professionals perform required data entry operation.
3. The completed output undergoes 2 levels of Quality Control Audits, further proofread by our Senior Quality Control Specialist finally producing result, which are 100% accurate.
4. The completed file is then available in any data format for you to download.

## **Other Services:**

1. Web design

Our Professional designers have expertise in creating website according to the enterprise goals.

2. Web Development

We offer complete word press website design and custom word press development.

3. Graphic Design

Our Professional designers have Expertise in creating websites according to the enterprise goals.

## **You will enjoy benefits like:**

- Quick Transcription Turnaround Time
  - Customer-Specific Data Entry Services, Solutions
  - State-Of-The-Art High Tech Software To Complete
  - Assignments
  - Superior Quality.
  - Guaranteed Security And Confidentiality Of All Data
  - We Cherish Our Policy Of Providing Quality Services
  - Individually And Tailored To The Needs Of All
  - Customers.
4. Profile/ Proposal formation
    - We make new company profile
    - Proposal writing for GOVT project



## **Out Sourcing Training**

After successfully training many people for outsourcing recently we converted our name to “Universal Fast Tech Ltd.” to run deferent IT related Courses. From our deep & long experience in outsourcing training sector we know how to make a freelancer.

- Lifetime Technical support
- Well decorated class room with AC and Projectors
- Expert trainer in outsourcing.
- Lecture sheet and class’s video soft copy
- Free International Master Card to bring payments
- Laptop Computer to practice

We strongly believe that as an Outsourcing training center in Bangladesh we can properly guide you to make a Freelancer.

We also work with Data Entry work “stipend Software Development and Management Service” for Education Ministry.

## **OUR VALUES**

- Integrity in Operations
- Teamwork
- Result oriented best in class service
- On time and reliable delivery mechanism
- Data Protection and Security
- Can-Do and Will-Do Attitude
- Taking Initiatives
- Strong Leadership
- Creativity in Process Orientation.

## **WHY US**

- Abundant human resource as well as the low labor
- Cost in comparison to other country of the world.
- Skilled talent working 24/7, 365 days.
- Talents are constantly trained in our training center
- To develop their competency & skills.
- We provide best turnaround time requirements.
- 3 levels of quality mapping & control.
- Very high accurate levels. (>99% accuracy)
- Secure 128 bit encryption technology.

## **CONCLUSION**

We offer scalable, customized process outsourcing data entry solutions backed by a deep pool of consulting, technology, industry, executive, and expertise to help you lower costs and increase quality of services. You will find our services helpful, not only will you reduce your precious time and efforts but also reduce the costs up to 75%. By outsourcing your services to Data Pro, you will enjoy benefits like:

- Quick Transcription Turnaround Time
- Customer-Specific Data Entry Services, Solutions
- State-Of-The-Art High Tech Software To Complete
- Assignments
- Superior Quality.
- Guaranteed Security And Confidentiality Of All Data
- We Cherish Our Policy Of Providing Quality Services
- Individually and Tailored To the Needs of All Customers.